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A SKETCH OF THE INTERALLIED ORGANIZATIONS OF THE FIRST WORLD WAR PERIOD AND THEIR RECORDS

THE creation of numerous interallied organizations during and after the first World War was one of the phenomena of the period. Not for a hundred years had anything like it been seen. Just as within the framework of the government of the United States, the demands of the times brought to light the inadequacy of old machinery, so in the field of international affairs the great powers found it difficult to operate through the usual diplomatic channels.[1] Thus the same period that witnessed the creation in Washington of the Relief Board, the Council of National Defense, the Committee on Public Information, the Fuel Administration, and many other emergency agencies, also witnessed the creation in Europe of various interallied bodies such as the Supreme War Council, the Allied Maritime Transport Council, and the Interallied Rhineland High Commission. Sir Maurice (now Lord) Hankey, the secretary of the British War Cabinet, attended no fewer than 488 international meetings between 1914 and 1920.[2] With such experience behind him he surely had some warrant for predicting that "diplomacy by conference has come to stay." The importance of international organizations was indeed well recognized at the time somewhat as it was in the post-Napoleonic period when Castlereagh tried to conduct European diplomacy by conference.

But apparently it was not recognized at the time nor has it been recognized since that the location and custody of the records of such bodies are also important. Every government that participates in an international organization ought to be in possession of the facts concerning the records created by such an organization. The archivist of

[1] Norman L. Hill, *The Public International Conference* (Stanford University, Calif., 1929), 13-15.

[2] Sir Maurice Hankey, *Diplomacy by Conference* (London, 1920), 3.

the United States, as the custodian of the noncurrent records of the United States government, should have the custody or know the location of the records created by all international organizations in which this government participated during and after the first World War. He lacks much of this information.[3]

An examination of a considerable number of books, pamphlets, and articles dealing more or less directly with the international organizations of the first World War period that appeared between the years 1920 and 1943, suggests that this lack of information is fairly universal. The reasons are not far to seek. During that time attention was focussed upon the records relating to the background of the war rather than upon the war itself; and several European governments in response to the current interest published volumes of selected documents on the pre-war period.[4] These same governments kept their foreign office records closed for the period after 1914 and indeed long before that year. In 1939 our State Department opened its records for the war years to a restricted group of persons. Since the international organizations by definition dealt with foreign affairs it followed naturally that their records also would be under restriction. Not until 1942 did the United States government begin to publish from the records of the American Commission to Negotiate Peace a series of volumes containing documents created at the Paris Peace Conference of 1919.[5] It was the first participating government to publish any of these papers. In such circumstances it would be strange rather than the reverse if information in regard to either location or contents of the official records of interallied bodies were generally available. Yet this information should rightfully be in the possession of all the governments concerned.

[3] The National Archives, *Handbook of Federal World War Agencies and Their Records, 1917-1921* (Washington, 1943), *passim*. This compilation contains brief articles on more than fifty international agencies.

[4] The three most notable series were: *Die grosse Politik der europäischen Kabinette, 1871-1914* (40 vols., Berlin, 1922-1927); *British Documents on the Origins of the War, 1898-1914* (London, 1926-); *Documents diplomatiques français, 1871-1914* (Paris, 1929-).

[5] State Department, *Papers Relating to the Foreign Relations of the United States, 1919. The Paris Peace Conference* (Washington, 1942-). Four volumes have appeared to date. Volumes I and II extend from the Armistice of November 11, 1918, to the first meeting of the Council of Ten on January 12, 1919; Volumes III and IV contain the minutes of the Council of Ten and the Council of Foreign Ministers. Professor Bernadotte E. Schmitt has recently hailed the appearance of the first two volumes in a review article entitled, "The Paris Peace Conference of 1919," *Journal of Modern History*, XVI (March, 1944), 49-59.

No doubt one of the reasons why the records of the international bodies have attracted little attention even in official circles is that the representative of each participating nation usually if not always maintained in his own files copies of documents created by or acted upon by the organization. In these cases the organization as such cannot be said to have had any records.

The Supreme War Council may be used as an example. This body, created at Rapallo on November 7, 1917, consisted of two representatives (one political, the other military) each from Great Britain, France, Italy, and the United States. President Wilson designated Edward M. House and Tasker H. Bliss as the American representatives. The council normally met monthly at Versailles, France. There it established in permanent residence a British section, a French section, an Italian section, and an American section, each headed by the member of the council who was serving as his country's military representative. In accordance with this arrangement General Bliss headed the American section. It should be stated at this point that the military representatives held numerous meetings apart from the monthly meetings of the council.

In his report of February 6, 1920, on the Supreme War Council, which he submitted to both the Secretary of War and the Secretary of State, General Bliss took pains to describe the organization's system of record keeping.[6] At its second meeting (the first at which the American representatives were present), held in Versailles on December 1, 1917, the council provided for the establishment of a joint secretariat to maintain a "record of the discussions and decisions of the Supreme War Council and of the Military Representatives." The council's resolution outlining the duties of this secretariat reads as follows: "The permanent secretarial staff of the respective countries will, in concert, organize a Joint Secretarial Bureau for the production and distribution of the notices, agenda, protocols, and procès-verbaux of the Supreme War Council, and for such other collective business as it may be found desirable to entrust to it."[7]

In line with this resolution, each military representative designated a member of his staff to serve as secretary for his section. The four secretaries so named constituted the joint secretariat of the

[6] The text of this report is in State Department, *Papers Relating to the Foreign Relations of the United States. The Lansing Papers, 1914-1920* (Washington, 1940), II, 199-303.

[7] *Ibid.*, 238.

Supreme War Council. They proceeded to organize "a system of records and of preparing agenda" for the council "and all its immediately dependent agencies."

So much for plans and initial steps. Would they prove effective? Would a Britisher, a Frenchman, an Italian, and an American, each representing his own country, be able to develop jointly a workable system of record keeping for an international organization like the Supreme War Council? The answers to these questions are in the affirmative. General Bliss' description of the system and the reasons why it developed as it did will bear quotation. He wrote: "Since each section [of the Supreme War Council] necessarily had a considerable amount of correspondence with its own government and its own army headquarters which was of no interest to the other sections and in some cases of a character such that it could not properly be given to them, and since it was foreseen that upon the dissolution of the Supreme War Council each government would want a complete record of its operations, the idea of a single central room of archives or record files was from the very beginning considered inadvisable. Each section, therefore, kept its own records according to the methods in vogue in its own government service; joint records, such as minutes, joint notes, joint reports, etc., being made in quadruplicate and translations into the various languages compared by the four secretaries acting together. In this way there was an authenticated and identical copy of such joint records for file in each section."[8]

General Bliss is not clear in regard to the preparation of minutes of the meetings of the Supreme War Council. He appears to discuss only the minutes of the meetings of the four military representatives.[9] It is interesting to note that such minutes were not taken down at each meeting. Instead, the secretary whose chief had acted as chairman of a meeting (the military representatives held the position of chairman in rotation) drafted the minutes immediately thereafter and then circulated them among the different sections, usually within twenty-four hours of the close of the meeting. This first draft was subject to correction by the persons who participated in the meeting, "provided the corrections were submitted within a reasonable length of time." The final draft was signed by the military representatives in quadruplicate. They also signed the same number of copies of their

[8] *Ibid.*
[9] *Ibid.*, 239.

joint notes and recommendations. It may well be doubted that the documents created or acted upon at meetings of the council itself received the same attention. In all probability the four busy and ubiquitous political members, consisting of Colonel House and the prime ministers of Great Britain, France, and Italy, left to their military colleagues the task of signing final drafts in quadruplicate.

The Supreme War Council then did not create a single group of records. Each of its four sections maintained separate files, consisting of (1) official copies of minutes, resolutions, reports, notes, and other documents approved by the council as a whole or by the military representatives acting as a separate group, and (2) the records of the section acting as a separate unit. The records of the American section, comprising three four-drawer file cabinets, have been physically located in the National Archives building since the fall of 1943. It may be presumed that that part of its records falling within the first category is duplicated in London, in Paris, and in Rome. Of course only an actual inspection and comparison of the four groups of records would prove whether there is complete or merely partial duplication.

In his report on the Supreme War Council, General Bliss states that the methods in regard to records adopted by the council "were subsequently adhered to for the work of the Peace Conference."[10] At the first session of the peace conference, in truth, a set of rules of the conference was adopted which provided for the creation of a secretariat "to draw up the protocols of the sessions, classify the archives, provide for the administrative organization of the Conference and, generally, ensure the regular and punctual working of the services entrusted to it."[11]

This secretariat consisted of the secretary general, P. Dutasta, and one representative each of the United States, the British Empire, France, Italy, and Japan. The American representative was Joseph C. Grew. In examining this organization one detects a difference between it and that devised by the Supreme War Council to care for its records. The latter had a joint secretariat, not a secretariat headed by a secretary general. On paper at any rate the records system of the peace conference was one of central control. The rules indeed state specifically: "The head of the Secretariat [the Secretary

[10] *Ibid.*, 238.
[11] These rules are printed in State Department, *The Paris Peace Conference*, III, 172-175.

General] shall be responsible for the safe custody of the protocols and archives." It is not stated specifically that the records were to be placed in a central file room. Yet the archives were to be "accessible at all times to members of the Conference." How else could they have been thus accessible except in a central file room?

Whatever those who prepared the rules may have had in mind as to a central file room they indicated in plain language that "All petitions, memoranda, observations and documents addressed to the Conference by any persons other than the Plenipotentiaries must be received and classified by the Secretariat." Communications of "any political interest" were to be summarized in a list for circulation among all the plenipotentiaries. "All these documents shall be deposited in the archives."

A veil of mystery hangs over the eventual contents of the "archives" of the secretariat as a whole. It seems reasonably certain that such records do exist, probably in Paris, but just as certain that they include no documents of importance. The rules did not require the deposit of committee minutes in the archives. Moreover, each of the five great powers represented at the peace conference maintained its own group of records. The records of the American Commission to Negotiate Peace, which are preserved by the State Department in Washington, consist of 537 bound volumes.[12] Similar groups of records, it appears certain, are retained in London, Paris, Rome, and Tokyo.

In the case of miscellaneous minutes, petitions, and memoranda, such papers were more than likely addressed to individual plenipotentiaries or their national delegations rather than to the peace conference. Ray Stannard Baker has penned a vivid description of the varied petitions, resolutions, and letters that came personally to President Wilson before and during the peace conference. Doubtless similar, if less voluminous, documents could be found among the private papers of Lloyd George, Clemenceau, Orlando, and others.

Indications are that the national delegations at the peace conference received copies of the minutes created by a particular commission, council, or committee only if one of its members served on that commission, council, or committee. For example, Japan should not possess a set of the minutes of the Council of Four because no repre-

[12] The National Archives, *Handbook of Federal World War Agencies and Their Records*, 22.

sentative of Japan participated in its deliberations. And if a member of a committee missed a meeting, he might not receive the minutes of it. The United States government does not, or at least recently did not, possess minutes for the meetings of the Council of Four at which President Wilson was not present. The Division of Research and Publication of the State Department, which is now editing and publishing in part the records of the American Commission to Negotiate Peace, has attempted to complete its set of these minutes by obtaining copies of the minutes for the days when Wilson was absent.

No information has come to light in regard to the manner in which these and other minutes were approved. It is known, however, that Sir Maurice Hankey attended the meetings of the Council of Four for the purpose of taking down its minutes. His record of what transpired at its 206 meetings in 101 days (including fifteen Sundays) occupies "ten large foolscap volumes."[13] We are not told whether the contents of these volumes are in longhand or in typescript. Nor do we know who now has the custody of Hankey's volumes. The processed copies, legal size, of the minutes of the Council of Four which are preserved in the Woodrow Wilson papers in the Library of Congress and in the Division of Research and Publication of the State Department are not signed. Yet that department accepts these copies (as well as copies in similar form of minutes of other peace conference organizations) as authentic and official. Is it possible that the members of the council made corrections on Hankey's first draft which was then processed? The tremendous pressure of business may explain their neglect to sign copies in quadruplicate as was done by the military representatives of the Supreme War Council.

So far as the value of drafts of minutes is concerned, it is well to remember that an operating committee almost certainly consulted and based its current decisions upon earlier decisions as recorded in final, official copies of minutes, rather than in drafts of minutes. A careful student of the Council of Four, however, might conceivably wish to examine rough drafts of its minutes in search of possible corrections and other changes in the handwriting of Wilson, Lloyd George, Clemenceau, and Orlando. But few persons would ascribe the same importance to such rough drafts that they would to the rough drafts of a highly important single document like the American Declaration of Independence. At the same time, if rough drafts

[13] Sir Maurice Hankey, *op. cit.*, 16-17.

of peace conference minutes do exist every government concerned is entitled to know this and where they are deposited.

Thus far in this discussion nothing has been said about the records of international organizations which served in an administrative capacity. Obviously the records of many of the interallied committees consist largely if not exclusively of minutes which could be duplicated and distributed to all the participants. Just as obviously the records created in the course of business by a large administrative organization like the Interallied Rhineland High Commission could not feasibly be duplicated. This raises the question as to the ultimate possession and custody of such records.

The Interallied Rhineland High Commission, established in 1919, exercised executive, legislative, and judicial authority over six million people in the Rhineland for a period of twelve years. One representative each of France, Great Britian, the United States, and Italy originally sat on the commission. Paul Tirard, the French representative, served as president. Pierrepont B. Noyes, a State Department official, was the first American representative. When the United States Senate in 1920 refused to ratify the Treaty of Versailles, Noyes was recalled. Our government then appointed Major General Henry T. Allen, the commander of the American Army of Occupation in the Rhineland, to sit as American observer at meetings of the high commission. Allen served in this double capacity until 1923 when he was recalled and his army was withdrawn, following the French occupation of the Ruhr. American participation in the affairs of the Interallied Rhineland High Commission had ceased.

With these facts in mind it seems clear that the United States government has an interest in the records of the commission for the period from 1919 to 1923 but not for the period after Allen's departure to 1930. Both American representatives in succession participated fully in the affairs of the commission, although unofficially and without vote. Writing in 1923, Robert E. Ireton, a former legal adviser to the commission, declared that the American representative or observer had "enjoyed the right to discuss every question that came before it and to express his views and his Government's instructions if any." . . . "His opinion was not only welcomed but respected, and no meeting was held without him or his deputy. America shared uniformly with her allies in representation on all

committees and other agencies of the Commission."[14] This view regarding the active nature of American participation is confirmed in a degree by General Allen's published journal.[15]

But what about the location of the records of the Interallied Rhineland High Commission? Fortunately there is light on this matter. In its last report the Commission des archives diplomatiques states that they are deposited in the archives of the French Foreign Office in Paris.[16] According to this same report, these and other "international archives" were so deposited "by virtue of the last peace treaties." The texts of the treaties, however, do not contain any such provision.[17] The Paul Tirard papers relating to the Interallied Rhineland High Commission were deposited in the Archives Nationales in Paris in 1934.[18]

No information is available, however, in regard to the volume and contents of the records which the high commission created in the course of its activities. It seems virtually certain indeed that both the War Department and the State Department possess copies of the minutes down to 1923. From them, of course, much could be learned about the work of the high commission from 1919 to early 1923. There is also General Allen's correspondence with the State Department from 1920 to 1923, of which the War Department has a set of bound volumes. These volumes are in the National Archives building in the legal custody of the War Department. Nevertheless, the fact remain that the French government has the custody of the main body of records created by the high commission. It is not

[14] Robert E. Ireton, "The Rhineland Commission at Work," *American Journal of International Law*, XVII (1923), 461. In praising the work of the high commission, Ireton quoted favorably Pope's famous couplet:

"For forms of government let fools contest
Whate'er is best administered is best."

Noyes feared the effects of its administration. He wrote: "During the 14 months in which I worked as a member of the Rhineland Commission, I became daily more shocked that any responsible man should be willing to curse the world with such a hatred and war breeding institution as this." Pierrepont B. Noyes, *While Europe Waits for Peace . . .* (New York, 1921), 49.

[15] Henry T. Allen, *My Rhineland Journal* (Boston and New York, 1923), 269, 291. See also Paul Tirard, *La France sur le Rhin: Douze Années d'Occupation Rhénone* (Paris, 1930).

[16] Ministères des Affaires Etrangères, *Rapport sur les Travaux de la Commission des Archives Diplomatiques Pendant les Années 1921 à 1936* (Paris, 1937), 8.

[17] See *The Treaties of Peace, 1919-1923* (2 vols. in one, New York, Carnegie Endowment for International Peace, 1924).

[18] Direction des Archives de France, *Etat des Inventaires des Archives Nationales . . . au 1er Janvier 1937* (Paris, 1938), 119-120.

known at this time whether the other governments concerned with the fate of these records agreed to award them to France. Possibly the political tension of the period prevented the raising of the question.

Enough has been said perhaps to make plain that our fund of information about the records of the interallied bodies of the last war is both inadequate and unsatisfactory. No doubt this situation is due partly to the secrecy customarily maintained by every government in regard to records dealing with recent foreign relations. Even if one of several governments participating in an international agency wishes to make known the location and contents of the records created by the agency, it cannot rightfully act without first obtaining the approval of the others. As early as 1931 the American Historical Association began to petition the Secretary of State to publish the documents relating to the Paris Peace Conference of 1919.[19] But conservatism in the State Department and the opposition of foreign governments prevented until 1942 the appearance of the first volumes. If the State Department had acted in this matter before overcoming the objections of the other participating governments, it would have seriously jeopardized future friendly relations with them. Zealous historians in their eargerness to get access to important documents have at times found it difficult to appreciate the reasons underlying the long (to them) delay in the publication of such papers.

Indications are that the records of those interallied bodies which exercised purely diplomatic functions have been carefully preserved. In due course their contents should become known. There is reason to fear, however, that the opposite is true with respect to the records created by the interallied agencies concerned primarily with economic matters and that their records have not been carefully preserved. Among such agencies may be mentioned the Allied Maritime Transport Council,[20] the Interallied Wheat Executive, the Interallied Petroleum Conference, and the Interallied Food Council. The records created by agencies like these were too far removed from regular diplomatic channels to attract the protective wing of a watchful foreign office. In the world of records their lot has been that of orphans or worse. Many have fallen into private hands.

[19] S. F. Bemis and G. G. Griffin, *Guide to the Diplomatic History of the United States, 1775-1921* (Washington, 1935), 816, n. 15.

[20] Records of the American section, known also as the American Shipping Mission, are in the National Archives. See *Handbook*, 25.

One example may be given. In 1926, E. M. Flesh, liquidating trustee of the United States Grain Corporation, wrote to H. B. Smith, United States commercial attaché in London, to inquire about some records there relating to food shipments during the war. Smith learned upon inquiry that the records of the Wheat Commission (the Interallied Wheat Executive?) were in charge of the Board of Trade and that "quantities of statistics" had been destroyed years before. He did not consider it wise to press the matter further. In replying to Flesh, he wrote: "This whole thing is a rather delicate question for there is a general tendency to connect anything of this kind with the Debt settlement. You have no idea how intense the feeling is here on that subject and I have naturally had to proceed and must proceed in the future with great caution, especially to avoid the impression that the information is wanted for official purposes."[21]

The letter suggests that there was lacking a clear understanding as to the custody and use of the records of economic international bodies in which the United States had had representation. The lesson should be taken to heart. In the present war various types of interallied agencies are operating and creating records. If formal agreements were made now in regard to the future possession and maintenance of such records, one source of possible friction between the United Nations in the days to come might well be avoided. It is surely within the province of the National Archives to promote the adoption of such agreements.

CARL L. LOKKE

The National Archives

[21] Smith to Flesh, London, October 8, 1926, National Archives, Grain Corporation, 232A1. This letter was kindly called to my attention by Miss Lillie Bontz.

RECORDS ADMINISTRATION IN THE TENNESSEE VALLEY AUTHORITY[1]

MANAGEMENT'S concern with records in the Tennessee Valley Authority ten years ago is illustrated by a memorandum report of a conference on the establishment of files. After much discussion of the comparative advantages of the alphabetic and subject filing systems, the conferees decided that a subject system should be adopted and appointed a committee to draft a classification system. It was understood that this system was intended for the central files and that individual offices would have systems tying in with the central system, but the many factors in the life of a record were not considered. Today, management's concern with records administration is not restricted to the type of filing system or the question of centralization *vs.* decentralization, but includes also the creation, preservation, and retirement or disposal of records.

To understand records administration in the TVA, some familiarity with the organization is necessary. The TVA is a government-owned corporation. Its activities are directed by a three-member board of directors with responsibility for over-all administration delegated to a general manager. Nineteen departments, with offices throughout the valley area, execute the provisions of the TVA Act. Each department is semi-autonomous and may be compared to a bureau in one of the cabinet departments. Or, the relationship between departments may be compared to an industrial concern having a home office (the general manager) for administrative purposes, and various branches (the departments) for productive purposes. The direct flow of the activities of the program departments in developing navigation, controlling floods, improving land, and disposing of surplus power is assisted by a cross-flow of such services as personnel, finance, legal, and office management. The basic programs are primary and the flow must not be interrupted; the services are secondary and an adjunct to attain the objectives of the programs. Employees concerned with records administration keep in mind always that the authority was established to accomplish broad programs, not to create records, and that their contribution is to facilitate the accomplishment of those objectives.

[1] A revised form of an address entitled "Records Administration—Its Relation to Management" delivered before the Interagency Records Administration Conference, January 28, 1944, Washington, D.C.

In 1933, the year of the authority's creation, a central file was established to contain all the corporation's records. About six years later the central file was discontinued because administrative emphasis had shifted to decentralized departmental branch files which were controlled centrally by operation under one department rather than by location. As standards were developed, decentralization was still further emphasized by permitting departments to operate their files if they desired. The goal anticipated was identical—an integrated system for the greatest benefit to all concerned.

Under the present organization the archivist of the authority, who is director of the Office Service Department, is administratively responsible, among other office services, for a staff and line organization executing the records program. The Office Records Section of the Office Management Staff carries out the delegations of the archivist with respect to all TVA records. The staff plans, develops, and co-ordinates the over-all records program, using such controls as its *Manual of Files Operation Standards* for the methods, and files audits for review to secure compliance with the standards. The Files Section of the Office Operations Division, the line organization responsible to the director, operates current files for the departments, record storage files, and a microfilm unit. The departments may, if they prefer, operate their own files in accordance with files standards.

Unlike most record organizations, the Office Records Section is responsible for the design of office forms and standards for reproduction or printing of material. These two functions are important in relation to records administration; responsibility for them is usually placed in organizational units not interested in records. In addition, we are fortunate in having the complete record cycle, from the creation to retirement or disposal of records, handled as a separate functional unit by the Office Records Section, but interrelated with other office management activities affecting records handled by other sections of the same staff.

Even though the TVA has a definite records program, it must not be assumed that this activity is paramount because office methods and procedures, work simplification, layout, office equipment and supplies, and written instructions are important factors in the work of any office. Records administration is one factor of office management that is consolidated into an integrated whole. For example, all office forms are centralized in the Office Records Section. As

one function in the design and co-ordination of a new or revised form, questions are raised with the originating office as to the necessity for each copy, retention periods, quality of paper for permanence and use, size to meet equipment requirements, and the like. Several nonstandard-size forms have been changed in such an analysis process. Similarly, requests for odd sizes are discouraged.

Perhaps examples of the processes of handling records will best describe the TVA procedure in records administration.

1. *Equipment and Supplies*—Although another section of the Office Management Staff establishes standards for office equipment and supplies, those items which are primarily related to files are co-ordinated with the Office Records Section. Use of nonstandard items is approved prior to purchase, and installations of special systems, such as visible record systems, are handled by the Office Management Staff. Conservation and salvage of filing supplies are encouraged with a resulting saving in expenditures and re-use of items no longer obtainable.

2. *Preparation*—Records preparation may be divided into two categories: correspondence and forms. Letters and memoranda are written in accordance with a manual of standard secretarial practice. Record copies are prepared on buff tissues; extra white copies are prepared as necessary and these may be destroyed at the option of the recipient. Standards for forms are followed in design, reproduction, and completion. As previously mentioned the size, paper quality, retention period, and necessity for multicopies are each questioned from the viewpoint of records administration as well as of forms design. In some instances the retention period is printed on the form, and we expect to increase this practice as retention schedules are approved and forms are revised. Unnecessary copies are eliminated if possible before a form is printed, and the filing of informational copies is discouraged unless it is intended to serve some useful purpose. If the form is filed, we try to dispose of it as soon as it has served its purpose to eliminate useless copies. Improvement in forms co-ordination in its relation to records is vital to the improvement of the whole status of records administration.

3. *Mail*—With the exception of intradepartmental messenger service, the line organization provides mail service. Special studies on mail room procedures, schedules, and regulations are made by the Office Management Staff.

4. *Filing System*—The filing system, including methods and procedures for classifying, sorting, cross-referencing, filing, and searching is operated in accordance with file standards. The centralized control or co-ordination point is the Office Records Section. The section plans, develops, and establishes the system and the various phases related to records administration. The control techniques are standards, audits, and installation service.

Searching in each departmental file is normally performed by the operator of that file, but the section does provide a research service whereby special requests for records on a specific subject will be gathered from the various departmental files. Abstracts or digests also may be prepared if requested.

5. *Retirement and Disposal*—TVA has been quite active in the field of retirement and disposal of records. Procedures have been developed and are in effect for scheduling and disposing of useless and short-lived records. Of course in the evaluation process semipermanent and permanent records also are scheduled, but emphasis has been placed on disposal because of space and equipment requirements.

Our experience indicates that too much emphasis has been placed on the filing and classification system with a resulting lack of attention to the factors of disposition. The major planning and research work has covered classification systems and methods of filing the ever-increasing quantities of material in the shortest time possible. The fact that much of it should never have been filed seems to have been overlooked. Consequently, we have a multitude of records, and the separation of the important and unimportant is an almost impossible task because both have been intermingled. The TVA, as other organizations, has turned to evaluation and scheduling of record material—in some instances even before it is prepared.

In the present scheduling program, retention periods are recommended for specific record items after a complete evaluation and concurrence by the department having custody of the material. Each department has a direct interest in this retention program, and the procedure includes the department's approval of every item scheduled. Of course, we encounter problems between departments as to whose copies will be retained and whose copies will be destroyed. Here the Office Records Section reconciles all preferences in line with archival requirements and for the benefit of the greatest number. All

departments are co-operative in this effort. The section also prepares and transmits disposal lists and schedules to the National Archives for its approval and subsequent Congressional action, and supervises the actual disposal of records approved for disposition.

As economy measures, methods of disposing of nonrecord material were developed over a period of years. Until 1939, every copy of every document which was prepared was required to be filed and retained until it was lawfully approved for disposal. The first step toward the elmination of extra copies of memoranda and letters was the designation of official files in which the record copy would be retained and the issuance of instructions permitting the disposal at option of all extra white copies which had been prepared. A few years later the procedure was broadened to permit the disposition of what are termed nonrecord materials by permitting the disposal of documents without filing any of them.

For example, our requisition form for obtaining warehouse materials is prepared in an original and two copies. The original, or accounting office copy, from which charges are made to specific accounts, is scheduled for six years on issues affecting operations and permanently for issues affecting the plant. The permanent retention item is a requirement of the Federal Power Commission. The duplicate or warehouse copy is scheduled for two years, sufficient time to permit the auditors to verify entries to stores ledgers. The triplicate copy is retained by the requisitioning office and may be destroyed at the option of the office. The original and duplicate are considered records and are cleared with the National Archives prior to disposal; the triplicate is interpreted as nonrecord and permission is given to offices to destroy it at will. Written instructions defining record and nonrecord material have been of considerable aid in circumventing future accumulations of useless papers, but unfortunately they do not eliminate quantities of papers already filed.

Scheduling or disposing of general correspondence files is a difficult task. Aside from the time required to review each letter, the evaluation process of old correspondence is relatively dangerous because valuable letters may be destroyed through lack of knowledge of their importance. The person best qualified to make the evaluation, the administrator, seldom has time to devote to the selection process; records employees or file clerks who have the time seldom have the required knowledge of the subject to feel safe in disposing of it.

An experimental procedure for marking correspondence in temporary and permanent categories before it is sent to the files has proved worth while. The recipient of incoming correspondence or the originator of outgoing correspondence marks the material, assuring the best evaluation possible. The file clerk segregates the classes in the file drawer and its ultimate disposition is a matter of routine. While this procedure cannot be used in every instance, a beginning has been made and its wider use is expected.

A few additional points should be mentioned to show the relation of records administration to management. The administrator should have a records program or plan and be familiar with its objectives. His primary interest is in seeing that an efficient system is established, that provision has been made for the preservation of permanent records and the ultimate disposition of temporary records, and that the various organizational units using this system co-operate to make the program a success. Explanation should be made to each organization as to the part it plays in the over-all program and the need for its co-operation and assistance. Certain legal requirements govern the preservation and disposition of records, and these, too, should be explained to the organizations.

The administrator is, of course, concerned with the type of organization which executes the records program. The type of organization required is dependent on the over-all organization and administrative policies of the enterprise.

Budgets and expenditures are important, and, if the administrator does not control them directly, he should at least review them with his records officer periodically so that reasons for changing costs may be made known and justified.

The question of personnel and training should not be overlooked. No system or program is better than the employees who operate it, and the administrator should be concerned with general efficiency and morale. The Office Records Section has conducted training courses for file operators, and improvements in techniques and attitudes are apparent.

The administrator is interested in reports and reporting procedures, and he should know what the reported items signify. He may raise valid questions which may have an effect on the trend of all records activities in his organization.

The efficiency of any file organization is affected by the physical

or working environment. Lighting, acoustics, sufficient floor space, and layout are each an integral part of an efficient program.

Records employees handle the filing system, records preservation, storage, microfilming, disposition, and the like, and therefore the administrator does not need to know the detailed procedures connected with the records program. However, he should be sure that it is being effectively conducted and meets the requirements of current use and ultimate preservation or disposition.

In conclusion, I wish to leave a thought about authority. The Office Records Section has been given the authority and the staff to accomplish the functions of records administration and forms design, including authority to deal with officials in planning and executing the program. Although without this authority the section could not hope to begin, if the authority had to be exercised arbitrarily to accomplish the job there would be two strikes against success. The third strike would be called if a "must" attitude were assumed or if the procedure were placed on an "order" basis. This is true because of the decentralized organization and administrative policy in the TVA.

First there is a selling job to do—selling the ideas and their benefits to the top executive and to the operator who will perform the work. To succeed, there must be a competence in the performance of the job which engenders confidence in the services offered. The other fellow's point of view should be considered and recommendations offered consistent with his requirements and the over-all program. As the chief of our staff has so often pointed out, get the authority to do the job and then forget you have it. Coercion, or establishment of systems because of authority, may be expected to fail. The spirit of co-operation, of give and take, will go further toward accomplishing the aims of records administration than any "must" methods employed by top management.

C. A. Sterman

Tennessee Valley Authority

LIBRARIANS AND ARCHIVISTS—SOME ASPECTS OF THEIR PARTNERSHIP

FOR some time after I was asked to deliver an address on this subject before this group I was puzzled as to why I had been so honored. After thinking it over, however, it occurred to me that the answer probably lies in the well-known fact that there is a widespread and possibly justifiable suspicion and resentment throughout the grass roots areas of the country of the experts and academic theorists in Washington who, it is alleged, are trying to force their completely impracticable ideas and theories on the rest of the nation. It appears probable, therefore, that I have been chosen to speak to you on this subject because no one can possibly accuse me of being an academic expert in the theory or principles of either library or archival science, for there can be few persons here who are more unlettered in these fields than I. On the other hand, though profoundly aware of having no special training or learning in these fields, almost seven years of dusty experience in the handling, use, arrangement, and description of archival materials have resulted in my case in the growth of certain convictions on these matters, convictions which are rather fiercely held by myself and most of my colleagues.

It should be said at the outset that no one can doubt that libraries and archival institutions must of necessity work closely together. It is, of course, perfectly apparent that no archival agency can function efficiently without a good library as part of its working equipment. There is no need to labor this point, but there is also no need to jump from such a premise to the conclusion that archival agencies and libraries ought to be governed by the same principles, and that techniques which are sound in the one agency are equally sound in the other. It would seem that some of the rather spirited discussion which has recently arisen in this field probably has a part of its origin in certain very strong human characteristics. Historically, of course, libraries are far more ancient institutions than archival agencies. In fact in most countries archival institutions have had their first origins as appendages to libraries. Certainly in this country the first agency of the federal government which attempted to collect archival materials from all government agencies was the Library of Congress, which naturally enough placed such archival materials in its Manuscripts

Division. Similarly, many state archival agencies had their first beginnings in the manuscripts room attached to the state library or historical society. It has been quite natural, therefore, for librarians, who have been the first to whom custody of archival materials has been given, to try to extend their techniques, skills, and practices to include the archival materials which have been placed in their charge. This is a very understandable tendency which occurs in almost all human institutions. Some librarians have possibly never had clearly in their minds the difference between a manuscripts room whose holdings consist largely of collections of private manuscripts, and an archival agency. In fact there is daily evidence at the National Archives that a great many persons still think of the National Archives as a tremendously enlarged version of the manuscripts room of a state historical society or of the Manuscripts Division of the Library of Congress. It should not be necessary here to point out that there is a fundamental difference in character between the collection of personal papers and private memorabilia which ordinarily find their way to manuscript rooms and those organized bodies of records resulting from the functioning of a governmental agency or private institution or organization which are properly called archives.

It has been said that when the records of a government agency are transferred to an archival institution they undergo a sort of sea-change, and that this change justifies radical changes in the arrangement and organization of those records. This argument assumes that records transferred to an archival agency will seldom, if ever, again be used for administrative purposes by the governmental agency which created them. It goes on the assumption that once records have been transferred to an archival agency the only persons who will thenceforward be interested in them will be scholars, historians, and others of that ilk. This is, of course, true of the materials ordinarily deposited with state historical societies and in manuscripts rooms. It is very far from being the case with true archival materials. Just last week I had occasion to use certain letterbooks containing the domestic correspondence of the Secretary of State for the years 1790-1791, but when I called for them I was informed by our Division of State Department Archives that they were on loan to the State Department, which was making use of them in connection with what it apparently deemed to be current business. From

among the records which are in the custody of the Division of Interior Department Archives, the General Land Office and the Office of Indian Affairs call many times each week for records one hundred years old or more which are needed for examination in connection with current business in their offices. It is desired to know what reward an Indian agent promised a band of Indians in Oregon if they would move to a reservation, a reward which the Indians may still be seeking to collect, or what the owner claimed to be the proper boundaries of a California ranch at the time of the cession of California by Mexico to the United States. Certainly by far the largest portion of the services rendered by the National Archives on the records in its custody are to the agencies that deposited them with us. This is not to say that we do not also serve historians and scholars, but, possibly to the surprise of the American Historical Association, which for so long agitated for the establishment of a national archival agency, the major portion of the time of the staff of that agency is now spent in being of service to the federal government rather than to the historical profession. And quite properly so.

Let us assume for the moment, however, that it is true that once records are in an archival agency the governmental unit which placed them there will rarely, if ever, again be interested in them, and that it is as raw material for scholarly works only that they are valuable. On the basis of that assumption it has been said that the sole criterion of the proper organization and classification of records in an archival agency ought to be their usefulness to the searcher, and that therefore the arrangement and organization of the records as they come to the agency can be safely disregarded. From this one is led to the conclusion that, inasmuch as searchers usually are interested in certain specific subjects, records should be arranged to facilitate their use by persons interested in those subjects. Hence, it is said, records coming into an archival agency ought to be arranged according to their subject content, much as books coming into a library are classified. It seems to me that there is a fundamental fallacy in this notion, the fallacy being in the assumption that the individual documents of which archival collections are composed, are comparable with the individual volumes of which a library is made up. This is perhaps a natural error into which to fall. A single sheet of paper or several sheets which have been bound or clipped together is a physically discrete unit just as is an individual volume.

Yet the unit with which the archivist properly deals in arranging and describing his records is not the individual document or dossier, but the entire group of records received from an operating agency of the government. It is our thesis that the entire record group must stand together. Once broken into its component parts and distributed, it has little or no meaning.

Perhaps I can make my meaning more clear by illustration. Suppose that a librarian on accessioning a newly published book—let us say a textbook on modern European history—finds on examining it that it has many separate chapters each dealing with a clearly defined subject. There is a chapter on modern France, a chapter on modern England, a chapter on modern Germany, etc. The librarian, knowing that he has many other volumes containing chapters on the modern history of Western Europe should, according to the theory which archivists have been urged to practice, thereupon say to himself: "Why should I keep this book in its present form? After all, would it not be convenient to have all our materials on modern France in one place on the shelf and all our materials on modern Germany in another place?" He would thereupon proceed to break up the volume, and in fact to break up all other volumes on modern Europe in his custody, and assemble all chapters on modern France in one place on his shelves, all chapters on modern Germany in another place, etc. In other words, he would destroy the integrity and unity of the books he has received in order to arrange their contents into a subject system of his own devising. This, of course, trained librarians do not do, although there are many untrained persons who have done just that with books which they own. But why don't librarians do this? Apart from the sheer physical difficulties of such a procedure, it is obvious that to follow a policy of this kind would be not only to outrage the author of the volume but to render his book meaningless. (Also, of course, it must be said that librarians have developed a technique which to some extent substitutes a catalogue card for the dismembered sections of the book of which we have been speaking.) However, any treatment of any subject in a book has meaning only insofar as it read in the light of the author's treatment of the entire field which he has undertaken to study. An historian's analysis of modern France in a chapter of a book on Western Europe derives much of its significance from a study of his treatment of France's neighbors. To tear it out of the book of which

it is a part and place it among all other chapters or paragraphs on France found in books of other authors would be to make this book and all others treated in such a fashion almost completely devoid of inner significance or meaning.

Precisely the same thing is true of the records received from an agency of the government. That agency may be large or small, but its records have meaning only insofar as they are kept together and their organic relationship to each other retained. As long as that relationship is retained, that body of records has harmony, symmetry, and significance. In short, it is alive. To dismember it, and to distribute the chopped-up parts to the four corners of an archival depository is to destroy the life which makes the content of that body of records meaningful. Physically what would be left would be, as we say of corpses, the remains. But the vitality of the bodily structure would have been destroyed, and the seperate parts which remained would have lost all meaning. Let me repeat that the physical dismemberment of an organized body of the archives of an agency is as outrageous and destructive an act as the physical dismemberment of a book, and it is only because some librarians have fallen into the misconception of thinking of a single document in an archival collection as being analogous to a book that they would even propose such a practice. It is rather the record group which is the true archival analogue for the book which constitutes the indivisible unit with which a librarian deals.

Let us, however, proceed further along this line and examine some of the results that follow from the breaking up and reorganization of bodies of archives according to their subject content. This need not be entirely an hypothetical discussion. The practice has been tried in this country and abroad and every time it has been tried it has failed disastrously and after a period of time has been abandoned. It was tried in France in the middle of the nineteenth century to the eternal regret of French archivists. It has been tried in Mexico for the records of the colonial period, to the regret of the present day Mexican archivists and of all scholars who now try to use those records. More recently, in this country, it has been tried by the archival agency of one of our large government departments, which has now placed its records in the National Archives. In this last case, the original organization of many of the older records of that agency has been completely broken up and rearranged on a plan based on

the theory that future students would be interested in what took place in a particular geographic area, rather than in the work of a particular office. This is fine for those who happen to be interested in a particular area but most other persons find the records exceedingly difficult to use.

This leads us to another of the central fallacies in the notion that archival records should be arranged by subject. It is literally impossible to anticipate which subjects searchers will be interested in, or what type of arrangement will best suit their needs. Hence it is always infinitely more satisfactory to leave the arrangement of records as they are, for that is an organization which we can learn and make use of, while a reorganization means simply disorganization. It is true that practically all persons doing historical research favor subject arrangement. They are in favor of the segreation of all materials relating to their particular subject. To them that seems the natural way to arrange records. By way of illustration—in the National Archives we have had many a bustling young assistant professor of history dash in early in the morning and inform us that he is writing a biography of Senator Jones. He has just finished examining the Jones papers in the Manuscripts Division of the Library of Congress and now would like to see our Senator Jones collection. He usually states as an afterthought that he has only a day and a half to spend here. We treat this type of young man with the utmost kindness but inform him that we do not have a Senator Jones collection. What we have are the records of all the government bureaus which were in existence during the twenty year period that Mr. Jones was a United States senator. He undoubtedly corresponded with a great many of these bureaus and there are therefore probably scores of letters to and from him in the files of these bureaus. In order to find them, however, our searcher will have to settle down to an examination of the correspondence registers and indexes of all of these bureaus for that period a task that probably will take longer than a day and a half. On hearing this explanation, the impatient young scholar frequently says yes, he can understand how the National Archives, being a young institution, has not yet had time to arrange its records, but when do we think we will have the Jones letters segregated so that he can easily use them? On being informed that it is not our intention ever to pull all of the Jones letters out of all of the various governmental files in which they exist

and assemble them permanently in one place, these searchers sometimes express incredulity and even anger. On one occasion such a searcher practically threatened to report the stupidity of a division chief to his superiors. To him, the sensible, natural thing to do with the records in that division was to pull out all of the letters in all of the correspondence files of the bureaus and arrange them alphabetically by person.

Well, let us suppose for a minute that by rubbing a magic lamp we could overnight set up a tremendous series of papers arranged by senators and congressmen. Suppose all of the letters in all of the correspondence files of all government departments were segregated or arranged by the name of the person to whom a letter had been sent or from whom a letter had been received. If that were to be done today, inevitably tomorrow morning a young man would come in who would say that he was interested in the history of Alaska. We would then have to tell him: "Sorry, we did have the files of the Interior Department, the Agriculture Department, and the War Department agencies which have Alaska functions, but they no longer exist as such. They have all been broken up and reassembled alphabetically by the names of the persons with whom these departments corresponded." He would naturally think that this was an extremely stupid thing to have done, and that the obvious way to arrange records is to assemble together all materials relating to a particular geographic area. (Incidentally, that is the way most state or local historical societies think the records in the National Archives ought to be arranged.) But suppose that we could overnight again effect the rearrangement of all the records in the National Archives by geographic area. The very next morning a young man would come in interested in the history of railroads. We should have to tell him that at one time we did have the records of the Interstate Commerce Commission, the Commissioner of Railroads, the Railroad Land Grant Division of the General Land Office, etc., but that these no longer exist as such because they have been broken up and distributed among new divisions which had just been created, in which all records relating to particular geographic areas had been assembled together. This again would seem to this man to have been an act of great stupidity.

In short, the subject arrangement of archival materials, by which I mean the actual physical breaking up of record groups and reassem-

bling the documents pertaining to particular subjects, is an attempt to anticipate what subjects persons are going to be interested in and to arrange them in such a manner as to please all such persons, which is an obvious impossibility. To cite another instance—the case of the department mentioned a few minutes ago, which rearranged all of its records according to activities in designated geographic areas. Very recently, for purposes connected with the prosecution of the war, it was deemed desirable to attempt to discover precisely how certain overseas offices of that department functioned during the last war—exactly what personnel and officers were necessary in these overseas offices, how these offices were organized and administered, what were the most difficult administrative problems they encountered, and how these problems were overcome. In other words, what was needed was the living, organized files of an office, arranged precisely as they had existed at the time when that office was a functioning unit. It has been practically impossible to obtain that information from the files as they have been reorganized. Granted that it would have been exceedingly difficult in 1919 for anyone to anticipate that someone twenty-four years later would want to know what the administrative routine and administrative problems of a particular agency of the American government in Europe in 1917-1918 were, but that is exactly what is wanted today and the files in their present form do not yield that information, except with the greatest of difficulty.

It is precisely because no one ever can know to what use records may be put in the future that the breaking up and reorganization of record groups according to preconceived scheme is always a catastrophe. This is not to say that records of a particular unit of an agency or of an agency itself cannot be better arranged if they come to us in complete confusion, or if the original arrangement itself is a very poor one. The point is that records of one agency should never be broken up and shuffled together or physically intermixed with records of another agency, even though they both apparently deal with the same subject.

One may ask, "Is there no answer to this problem? Is there no way in which a person who is interested in a particular subject can know what materials there are in an archival agency which may be of interest to him?" Certainly it is desirable to inform persons interested in making use of archival materials what records contain

information that will be useful to them. This can be done, not by rearranging the records themselves, but by the production of check-lists, guides, and other types of finding mediums which list the record groups and the series within record groups which contain information on a particular subject.

Using this technique, the record groups can be analyzed and described in relationship to their value to any given searcher interested in any given subject and he will know which of those record groups or parts of record groups will repay attention from him. Meanwhile the integrity of the records themselves has been retained. That, it seems to me, is the only feasible answer to the problem of subject analysis of archival materials.

HERMAN KAHN

The National Archives

REPORT ON THE DESTRUCTION BY THE GERMANS, SEPTEMBER 30, 1943, OF THE DEPOSITORY OF PRICELESS HISTORICAL RECORDS OF THE NAPLES STATE ARCHIVES[1]

BY ORDER of the Ministry of the Interior, with the object of removing them from the dangers of aerial attacks, I arranged and attended to the transfer of the most valuable historical documents of the State Archives of Naples to the Montesano villa near San Paolo Belsito, about thirty kilometers from Naples. In the halls of that solid building there thus deposited more than 30,000 volumes and about 50,000 parchments, for the most part contained in 866 cases.

When the Allied Army was already near, in the afternoon of September 28, there appeared at Montesano villa a squad of three German soliders in search of calves.

For some weeks already the country in the Nola region had been infested with these squads, of three soldiers each, well-armed with sub-machine guns; some were stealing hens and eggs from private homes, others were taking cows and pigs, some were seizing able-bodied men, others were plundering houses and robbing them of objects of value. In these last days other squads composed of wreckers joined them; some mined the public buildings and the best private houses, others set fire to industrial establishments, mills, warehouses, railway stations, workshops, etc.

When the soldiers of the squad that came to the Montesano villa

[1] The records destroyed in the wanton outrage described in this document represent the most serious loss to the historian yet reported from Italy. They comprised a selection of the more valuable holdings of the Royal Archives at Naples, removed to the Montesano villa, supposedly for greater safety. But slight damage was reported to the larger volume of less valuable material that was left in the archives building at Naples to take its chances.

Count Filangieri, author of this account, is a member of an old Neapolitan family, an authority on medieval and modern Italian history and art, and author of books and articles in these fields. An article by him on the Naples archives, illustrated with photographs of the building, appeared in the Italian journal *Archivi* for 1938 (Serie I, Anno V), 233-242.

A copy of Count Filangieri's report was given to Fred W. Shipman, director of the Franklin D. Roosevelt Library, when he was in Italy in April, by Fausto Nicolini, inspector general of the archives of state. This translation from the Italian was made by Arthur H. Leavitt and Salvatore D. Nerboso of the staff of the National Archives.

did not find with the peasants the calves which they knew existed, they entered with violence the ground floor of the villa, where they saw the great pile of cases containing the documents. When asked what those cases contained, the archives personnel living in the villa informed them of the presence in that depository of the historical documents of the State Archives of Naples. Having learned this, they went away without saying anything.

The next morning, September 29, there appeared at the Montesano villa an officer and another soldier, who, after asking the director of the depository, Comm. Antonio Capograssi, for a valise, wished to visit the rooms where the documents were. He had one of the cases opened and they examined the volumes, The director informed them of the importance of these documents, furnishing them all suitable explanations to demonstrate the purely cultural character of that depository. After having examined everything, the officer said: "All right," and left.

As I was in my villa in Livardi, a little distance from that place, I was immediately informed of what happened by the business manager of the archives, Lt. Col. Guiseppe Basile, who was also living at Montesano villa. But since as far as I knew no hostile act had been committed up to that time by the Germans against cultural institutions, I was not worried. Neither was I worried by the killing of a German soldier a few days before in the square at San Paolo Belsito, because, although the destruction of the public buildings and some country houses by mines had been threatened, nothing had come of that threat.

In the morning of the thirtieth I was informed by the mistress of the villa, Signora Santamaria Contieri, that in the late afternoon of the previous day another squad of German soldiers had appeared at the Montesano villa and had entered the cellars underneath the rooms and had hung around for some time. This had aroused the suspicion that they had mined the villa.

Although the collapse of the villa would not represent a serious danger to the manuscripts enclosed in solid cases piled up in four rows, one above another, still I thought it fitting to call attention of the local German commander to his responsibility. I therefore addressed a letter to him in which I described in summary the contents of that depository, the fact that it belonged to the Naples state archives, and the exclusively historical character of the manuscripts.

I also listed for him the series of documents which even concerned the history of the various countries of Europe, including Germany, adding that various German students had studied them and inviting the said commander to report the nature of that depository of documents to the German Historical Institute in Rome.

One of the archives guards who took my letter to the Montesano villa at about 9:15 met a squad of three German soldiers on motorcycles armed, as usual, with sub-machine guns, who were going towards the villa. They had hardly arrived when they announced that within fifteen minutes they would set fire to the whole depository of documents. Then my letter was handed to the man who was commanding the squad and who had formed part of the squad brought there the day before. And as this man did not understand Italian the letter was entirely translated for him into French by Director Capograssi and Signora Contieri, who happened to be there. After the German had listened to the letter he brutally snatched the letter and the lists of documents and throwing them into the air, shouted: "Commander know everything, order burn."

The director vainly sought to obtain a delay in order to warn me and to send my letter to the commander; the three soldiers immediately began the work of destruction by placing paper, straw, and gunpowder in the four corners and in the center of each room and by setting the fire in such a way that in a few minutes the whole villa became an immense pyre.

After assuring themselves that the fire could not be extinguished, they went away but returned an hour later to make certain that the work of destruction was complete.

After their first departure the guards and the peasants tried to save what they could; but the violence of the fire was so great that only eleven cases of notarial registers and ninety-seven cartons of the Farnese Archives could be dragged to safety.

From the investigations made afterwards, I found out that the German commander who was at Nola a few days before was already transferred to Cancello and that various squads of pillagers and wreckers were coming from Sarno—reasons for which I do not exclude the possibility that the orders to destroy the archives came from Naples. I have not succeeded in learning anything precise about the names of the higher officials responsible for the crime. From some I have learned that a certain notice posted at Nola bore the signa-

ture Kellermann. Others have mentioned a Captain Sommerfield [Sommerfeld?].

The extent of the disaster is enormous. In that depository I had collected all the most precious series of documents coming from the various archives of the south of Italy. And their destruction has created an immense void in the historical sources of European civilization, a void which nothing will ever be able to fill.

Among the most precious documents lost are the series of 378 registers of the Anjou Chancery (1265-1435), which was one of the most valuable historical sources of the Middle Ages, the registers of the Aragon Chancery, the manuscripts, codices, autograph collections, and original treaties of the kingdom of Naples, and famous political trials; and the greater part of the archives of the Royal House of Bourbon, of the Farnese House, of the Royal Summary Court, of the Collateral Council, of the Royal Chamber of Santa Chiara, of the Secretariat of the Viceroy, of the Superior Chaplaincy, of the Council of Sicily, of the Ministries of the Presidency and of Foreign Affairs of Bourbon, of the Order of Malta, of the Feudal Commission, of the Ancient Treasury, of the Conservatory Court of the Nobility, of the most ancient notaries, has been destroyed.

Count Riccardo Filangieri

Royal State Archives at Naples

REVIEWS OF BOOKS

Richard G. Wood, Editor

The National Archives, Washington, D.C.

Ninth Annual Report of the Archivist of the United States for the Fiscal Year Ending June 30, 1943. (Washington, D.C. The National Archives, March, 1944, Pp. iv, 87.)

In this report of the National Archives' first full year of operation under war-time conditions, the influence of the war is everywhere apparent. This first becomes obvious in the appearance of the report, which is processed instead of printed to save paper and funds, and it is present throughout the report itself, which the archivist has summarized in these words: "Procedures . . . have been improved, many activities desirable in peacetime have been eliminated, and the full resources of the agency have been utilized in performing work that is contributory to the winning of the war, to the effective administration of the Government, to planning for post-war adjustment, or to the maintenance of the civil rights of individuals."

The report has the same general organization as its predecessors, with sections on the records administration program, the disposal, accessioning, and arrangement and description of records, reference service, the *Federal Register*, and administrative and facilitating services, followed by appendixes. These appendixes, too, are the usual ones—accessions, recent legislation affecting the agency, and reports on the activities of the National Archives Council, The National Archives Trust Fund Board, and the National Historical Publications Commission. The perennial report on the WPA Survey of Federal Archives is absent, however, a sure sign that the depression is over.

One other general observation about the report might be made: It seems to be somewhat more "literary" than its predecessors—in the best sense of that word—with refreshing light touches relieving the austerity common both to war and annual reports. In one figure, for example, the report likens the vast accumulation of federal records to an elephant (a beast of doubtful provenance which may have been acquired from Hilary Jenkinson by reverse lend-lease). Maintaining this mass of records, the report says, "is like keeping an elephant for a pet; its bulk cannot be ignored, its upkeep is terrific, and, although it can be utilized, uncontrolled it is potentially a menace."

Since the report is neither printed nor published and copies are not available for general distribution, a few significant items from it will be of interest. The archivist estimates that the quantity of federal records approximates 16,000,000 cubic feet, half in Washington and half in the field, with an annual increase of 1,000,000 cubic feet. He places the annual cost of providing space and equipment for these records at $15,000,000 and the total

salaries of employees engaged in filing, maintaining, and servicing them in excess of $150,000,000. Various measures are being used to cope with this records Goliath. Among them are providing advice on records administration problems, serving as a clearing house for information on such problems, lending or transferring personnel to perform records work in other agencies, and liquidating the files of certain discontinued agencies. To handle field records the National Archives has had staff members working experimentally in New York, New England, Chicago, and on the West Coast and has designated certain state archivists as field consultants to keep that agency posted on federal records matters in their vicinity and to undertake special assignments at the archivist's request.

Bright spots in the records disposal work of the National Archives include the appraisal of 42,367 items, all but fifty-five of which were approved for disposal, the virtual elimination of the backlog of items awaiting appraisal, and the enactment of a new records disposal law on July 7, 1943. A new definition of "records," the legalization of schedules for the periodical disposal of records, and the shortening of the disposal procedure by practically eliminating the National Archives Council from it are the most significant features of the new law.

Readers of THE AMERICAN ARCHIVIST are already familiar with the outstanding accessions of the year, which have been reported regularly in the News Notes section, though attention should be drawn again to the acquisition for the first time of large quantities of records on microfilm—10,000 rolls containing reproductions of some 15,000,000 documents. In quantity, the accessions were substantial but fell off sharply from 1942, the archivist points out, because most large records accumulations were received in the previous year. The fact that the building is rapidly approaching its capacity, with 537,410 cubic feet of records within its walls on June 30, 1943, may also have had some effect on the intake. A trend toward a more active accessioning policy is discernible in a resolution of the National Archives Council authorizing the archivist to add another category of records to those which he can requisition on his own initiative. This new category consists of records more than fifty years old, which the archivist can requisition unless the head of the agency having custody of them certifies that he must keep them for use in his current business.

With heavy accessions in recent years, the backlog of records awaiting packing and shelving has mounted uncomfortably, though it has been possible to fumigate and clean all records received. In shelving records, many thousands of cardboard boxes have been used in lieu of steel trays, which are no longer obtainable, and one gathers that the archivist is happy with the economy and flexibility resulting from the use of the substitute. Two new repair techniques are noteworthy. By one, strips of paper prints made from old motion picture film and filed originally for copyright purposes are re-

produced on film which can be exhibited on the screen. By the other, paper maps, photographs, and other documents too large for lamination are given a protective coating of flexible lacquer.

Most of the larger finding mediums reproduced during the year are already known through their reviews in THE AMERICAN ARCHIVIST. In addition to the *Handbook of Federal World War Agencies and Their Records, 1917-1921*, and preliminary inventories of the records of the Council of National Defense, the Food Administration, the War Labor Policies Board, and the National War Labor Board, there were also produced thirty-seven preliminary checklists of smaller groups of records, twelve *Reference Information Circulars* describing records in the National Archives on certain subjects (for reasons of security, these circulars are at present restricted in distribution to government officials), and a number of special finding mediums.

Requests for reference service reached the figure of 321,000. The staff would have been overwhelmed if many of these had not fortunately been for personnel files or other documents rapidly obtainable. Four-fifths of the service was rendered to government agencies, chiefly the War and Navy Departments. Scholarly research decreased, as might be expected. Some research work is still being done, however, for orders were received for microfilm copies of 175,000 pages of older documents of the State Department, the General Land Office, and the Office of Indian Affairs.

The accomplishments of the National Archives for the fiscal year 1943 are remarkable when it is considered that the staff had shrunk from 502 to 345 by June 30. Nor was staff shrinkage the only personnel problem. The separations were 261 and the appointments were 104, resulting in a turnover of sixty percent. This turnover, plus a forty-four percent turnover in 1942, would indicate if taken literally that no one on the staff on June 30, 1941, was still there on June 30, 1943. Such of course is not the case. But it is obvious that the agency has lost heavily in experienced personnel to the armed forces and other government agencies. As the archivist says, "It is indeed high tribute to those who remained and assumed responsibilities beyond the call of duty and to those who came to share the burden of work that the National Archives can take pride in its record of accomplishments for the year." In view of a fifteen percent budgetary cut which has been added to this personnel situation, one can only hope that the report for 1944 will show equal success.

LT. HERBERT E. ANGEL, USNR

Navy Department

Buildings and Equipment for Archives. Bulletins of the National Archives, Number 6. (Washington. United States Government Printing Office, 1944. Pp. 32.)

Planning an archives building was the topic for one session at the 1943 meeting of the Society of American Archivists. The three papers read there are printed as *Bulletin* No. 6 of the National Archives.

Mr. Louis A. Simon, formerly superintendent of the Architectural Division of the U. S. Treasury, writes in the light of his experience in compiling the program for the National Archives building. Particularly suggestive are his comments on the size of an archives building as conditioned by the rate of expansion of records, the size and location of the site, and the necessity for incorporating special features such as the concept of the National Archives as a shrine. Theoretically the archives building should be planned to care for all records to be transferred within a fixed period—Mr. Simon suggests twenty-five to fifty years; the site should be centrally located and large enough to permit additions to the building as needed. Practically, however, most archives buildings have to be erected on city lots too expensive to allow for much, if any, lateral expansion. Also, as has already happened in the case of the National Archives, "great crises in human affairs may increase the needs beyond all forecasts." Mr. Simon hints at but does not discuss the reorganization in procedure, the problems of record selection, and the changes in relationships with other government officials which are involved in transferring part of the records to warehouse vaults located on suburban acreage, or perhaps, in the case of the National Archives, to regional depositories. He also touches lightly on the desirable physical properties of the site, on film storage, and on war hazards.

The immediate principle for the archivist to follow, he says, is that "a rapidly increasing volume would justify the construction of a relatively large building initially, whereas a building of the same size for a slower growth of document volume would result in too great a portion of it remaining vacant for an unwarranted length of time, and thus have the effect of placing too much invested capital where it does not bring an adequate return." Also, one might add, whenever it is rumored that there is unoccupied space in a government building, a camel forthwith materializes, who fain would warm his nose in your tent.

The second and longest of these articles is a primer for the archivist who is preparing a program for a new "single-function archives building on the State-government level." The author, Captain Victor Gondos, Jr., now on the staff of the National Archives, was formerly an architect. This background enables him to give very practical advice to the archivist on how to collaborate with the architect in producing an efficient building.

By way of introduction Captain Gondos mentions methods of securing support for the project; how to finance it; how architects are selected, what they charge, and what services they render.

The prime essential in planning an archives building is to determine space

requirements. The archivist should, as the first step in planning, make a "comprehensive survey to find the amount and character of the material already in custody, the amount and character of the records to be accessioned at the completion of the new building, and the estimated rate of accumulation of permanent records." This data should be presented to the architect in the form of a table of estimated space requirements, adding, for budgetary purposes, "a column showing the estimate of office space to be released by the removal of the records to the archival repository."

Captain Gondos in discussing the selection of the site seems to conceive of the archives department as primarily an institution for historical research. He recommends that the site should preferably be nearer to the state library or the state historical library than to the executive departments of the government, "for records that will need to be consulted frequently by the transferring agencies should not be transferred to the archival department." The basic library needs of an archives department are not too great for it to acquire for itself, while both the National Archives and the Illinois archives report that over ninety percent of their reference calls come from other government officials. Captain Gondos would also seem to deny the physical and moral protection of the archives building to such important semi-current legal records as deeds to government property, enrolled laws, land records, treaties, and other diplomatic records, vital statistics, court records, and many others of similar character.

In this connection one misses any allusion to the Illinois system of departmental vaults. This plan has been notably successful in bringing into the protection of the archives building those semi-current records over which the respective departments are unwilling or unable to relinquish jurisdiction to the archivist, but which transcend in legal value many of the records on file in the archives proper. It has also been helpful in gaining the co-operation of other state officials for the over-all program for the care of state records.

The third step in planning an archives building is for the archivist to acquaint the architect with archival procedures and practices as an aid to apportioning and arranging space in the building and for an understanding of the mechnical and engineering problems involved. The major and most valuable part of this paper is devoted to what amounts to a checklist for planning space, equipment and mechanical facilities for the various functional divisions of administration and operation, stack areas, and circulation space.

Dr. William J. Van Schreeven, archivist of the state of Virginia, planned the archival section of the last pre-war state library building. He discusses "Equipment Needs to be Considered in Constructing Post-war Archival Depositories." What he says about filing equipment illustrates vividly what all three writers have emphasized, namely, that the archivist must give deep study to the needs of his own institution if the building is to be truly functional.

Dr. Van Schreeven after measuring hundreds of manuscripts and thousands of volumes recommended flat filing in boxes for the unbound manuscripts and a specially designed form of continuous shelving for the volumes. The archivist of Illinois several years earlier had measured thousands of manuscripts and hundreds of volumes and recommended that the major part of the equipment should be vertical files. The recommendations of the Virginia archivist would not have fitted the Illinois situation, while the Illinois equipment would be unusable in Virginia. Most of the records in the Virginia archives are very old, too large and too fragile to go into legal size file drawers (the largest size practicable for upright filing, by the way). Bound volumes there must be interspersed between unbound records in the same series. In Illinois, on the other hand, most records are of comparatively recent date, comprising, largely, huge series of unbound records most economically and efficiently housed in the same type of commercial filing cabinets used in the offices in which the records originate.

Of the many features of the thoughtfully planned building which Dr. Van Schreeven describes here, the features most frequently commended by other archivists are the continuous shelving which eliminates space-wasting brackets, and the excellent layout of the photographic laboratory.

Obviously this little manual is both timely and practical. Only an archivist who, like the reviewer, has had to program an archives building without such an aid, can appreciate how much time, effort and uncertainty it can save.

MARGARET C. NORTON

Illinois State Library

Catalogue of the Archives of the Dutch Central Government of Coastal Ceylon 1640-1796, by M[aria] W. Jurriaanse. (Colombo. Ceylon Government Press, 1943. Pp. 354.)

The weighty volume here under review was brought to this country by its compiler, an amiable Dutch archivist who had been called to Colombo by the British government of Ceylon to arrange and describe the records of the Dutch régime of that colony. Her task finished, and cut off from her beloved home by the war, Miss Jurriaanse came to Washington in June, 1943, to serve as an archivist at the Netherlands Embassy. When still new on the Washington scene, she once inquired with a little hesitation whether the Dutch manual on archival arrangement and description was known to American archivists. She was assured that, thanks to Arthur Leavitt's excellent translation, it had become easily accessible to the archival adepts of this country and that they were hard at work to apply the sacred principles and rules to their somewhat undisciplined and obstreperous records, frequently wondering how the Dutch had solved their problems in actual practice. And

here is where the particular significance of Miss Jurriaanse's publication lies. It shows to American and English archivists, unable to study Dutch inventories because of the language difficulties, how arrangement and description of records are carried out by a trained Dutch archivist. It makes it possible for them to watch Muller, Feith, and Fruin in action.

This is not intended to mean that Miss Jurriaanse has followed slavishly all the recipes of the famous manual. She could not do so because of the fact that she handled records in many respects different from those of the mother country and that she had to produce a finding aid suitable to the needs and tastes of the British government as well as to those of local scholars. Thus she has called a catalogue what to all intents and purposes is an inventory (*inventaris*) in the sense of the Dutch manual, which apparently is a concession to the terminology of her British employer. In still another respect, Miss Jurriaanse has departed from Dutch practice, and as this deviation relates to the vexed problem of *fonds* creatorship, it may deserve a somewhat detailed discussion.

This finding aid is said to describe the "Archives of the Dutch Central Government of Coastal Ceylon," that is, the region actually under Dutch domination, which did not include the independent kingdom of Kandy in the interior of the island. The term "Central Government" seems to imply that records of the highest administrative level only constitute the archives listed and described in this inventory. This, however, is not the case. While about two-thirds of the volume is taken up by a description of the records of the governor in council, the remaining third covers provenances that, to a greater or lesser extent, are separate bodies that were never in the custody of the secretary, the official record keeper of the governor. True, the *hoofdadministrateur*, the "head of the trade department," held an important place in the governor's council, and the Colombo *dessave*, the official in charge of the province of Colombo, was a member of that same body, but the *hoofdadministrateur* undoubtedly created archives of his own that include no less than thirty volumes of "Documents received from the Central Government, 1749-1794," and all the records of the Colombo *dessave* seem to have resulted from his administrative and other functions in the Colombo dessavony and not from his council membership. Similarly the *scholarchale Vergadering* (Board of Overseers of the Schools), the *Weeskamer* (Orphans Court), the *Diaconie* (Board of Deacons of the Dutch Reformed Church), and the various courts whose records are described, were clearly self-contained organizations that were under the authority of, but not part of, the central government of the island. What is called "Archives of the Dutch Central Government" is therefore actually a composite *fond* comprising central and noncentral provenances which, while kept intact, have been considered one whole

and treated in one inventory. Why this has been designated as archives of the central government and not simply of the Dutch government is hard to understand. What is more important, however, is that this consolidation of a number of provenances into one composite *fonds* is a marked departure from established Dutch practice, as evidenced by many Dutch inventories. Those of the archives of Surinam, for instance, published as appendixes to the reports of the General State Archives at The Hague for 1916, 1917, 1919, and 1922, show that the records of administrative officers, boards, and courts were considered separate bodies of archives and not parts of one composite *fonds*. It seems to me that Miss Jurriaanse's decision to bring the archives of various offices together under a common roof has general significance, because it indicates a trend to drop the *fonds* concept in the narrow sense of the Dutch masters and to replace it by the concept of a wider unit of arrangement and description, a trend that manifested itself at the National Archives in Washington when, in 1941, the concept of the "record group" was adopted.

Little need be said about the arrangement of the various provenances in relation to each other. The records of the central government, that is those of the governor in council, and the files of the *hoofdadministrateur* and of the Colombo *dessave* with good reason precede those of local boards under control of the central government and of the courts. It would seem to this reviewer, however, that the records of special missions from *Patria*, that is from the Netherlands, and those of the Secret Committee, 1762-1766, which make up the rear, should have found their place close to the records of the governor in council. The great majority of the former are actually copies preserved in the governor's archives and not archives of the various missions, and the Secret Committee was nothing but a "war-committee" of the governor's Secret Council. Its archives should have followed those of the parent organization, which they supplement for the years of the war with Kandy (1761-1766).

Within the various sub-*fonds* or provenances, the Dutch rules have been intelligently and strictly applied. It is always the series of minutes or series of comparable importance that serve as the backbone around which the lesser series are grouped. Within the series, the order is governed, of course, by the original arrangement. Where this was lacking, as in the case of files and documents that, for unknown reasons, did not get into the series "annexes to the council minutes," Miss Jurriaanse had to create an entirely new arrangement. These papers have been grouped according to types of documents or according to subject matter, and the artificial series thus formed have been placed under the two headings "Internal Affairs" and "External Affairs."

Except in the case of forty-seven boxes of loose unconnected cases listed at the end of the inventory, individual entries are provided for each reference

unit, be it volume, "file," or single document, and all entries are numbered consecutively with bold-faced numbers throughout the inventory. Entries for identical items of a chronological series are preceded by a series title, such as "Draft secret minutes, 1740-1795," and, under each entry, only the inclusive dates are given in the form: 762 1740 September 5-1748 September 5. Since climate, vermin, and human carelessness have played havoc with the Dutch records it has been necessary in many instances to indicate the state of preservation of the items listed, and this has been done by using a space saving system of abbreviations, an asterisk meaning damaged in general, two parallel vertical strokes disclosing that the documents are damaged by corrosion, and so on. In accordance with the Dutch theory, no attempt has been made to give anything like a descriptive analysis of the content of a series, although many individual entries are followed by brief explanatory notes that call attention to documents not to be expected in the respective item or give other additional information for the benefit of the user.

The work of which this inventory constitutes the end product has been beset with many difficulties. The Dutch records had been inadequately stored, shifted around from emergency storage to emergency storage, and generally neglected until a hundred years after the occupation of Ceylon by the British; they had become badly mixed up, and they had suffered from the inroads of tropical insects and from the adverse influences of a tropical climate. Many items had to be identified painstakingly before it was possible to determine their place and to list them. Miss Jurriaanse has overcome all these impediments in years of strenuous work, and she may be justly proud of the service she has rendered to the British government, to the world-wide reputation of Dutch archives work, and, last but not least, to all scholars of the history and culture of the Far East. This latter group she has put under a particularly strong obligation by providing the inventory with an introduction based on thorough research into the development of Dutch administration and on careful study and exploitation of the records. Detailed information on the history and functions of the various offices is given in short and concisely written narratives that precede the respective sections of the inventory, a very commendable practice. An "Index of Names and Places" gives access to the names of persons and places and to a great deal of subject matter that appears in the inventory.

At the time this is being written Miss Jurriaanse is preparing to leave Washington and to join one of the organizations destined to help in the liberation and reconstruction of her tormented country. As she turns from the work of a *soldaat bij der pen* (soldier of the pen) to more important duties she can be sure that the warmest wishes of her friends in Washington and in the Society of American Archivists accompany her.

ERNST POSNER

The American University

Guide to the Manuscripts in the Archives of the Moravian Church in America. Southern Province, by the North Carolina Historical Records Survey. . . . Work Projects Administration. (Raleigh, North Carolina. North Carolina Historical Records Survey, 1942. Pp. vii, 136. Processed.)

The early German churches in the American colonies were notably record-conscious. This is probably due to the fact that their mother churches insisted on detailed reports, and based their grants of financial assistance upon the contents there of. Workers in genealogy, religious and educational history for the colonial period have long been grateful for the superior care and exactitude with which these records were kept and preserved. Particularly is this true of the archives of the Unitas Fratrum or Moravian Church. The records of the Northern Province at Bethlehem, Pennsylvania, have long been a delight to Pennsylvania historians, and it is obvious from the present publication that the records at Winston-Salem are equally well administered. One of the features of supreme interest in both collections is due to the Moravian custom of having their ministers and missionaries keep diaries, large collections of which appear on this list, and make these records important for the social historian as well as for the specialist in church history.

The list is clearly and logically arranged and well indexed, and bears obvious evidence of supervision by the archivist herself, whose familiarity with her material is evident throughout. A serious defect is that one is sometimes left in doubt as to whether the items listed are originals or copies. The introduction informs us that copies of many documents of the Northern Province were early deposited in these Southern Archives, and some items (as the Bethlehem diaries) listed under "Northern Province" are described as copies. Other items from Pennsylvania (as the Lititz and Nazareth diaries) are listed as if they were originals. If so, the question arises whether these would not be more useful in the collection at Bethlehem, and whether some exchange could not be effected for the enrichment of both collections. One of the great values of the various historical records surveys now being published will doubtless be the bringing to light of just such possibilities of relocation of materials, for the better service of American scholarship. In this particular case, the question is not so serious, as we are informed by the introduction, that most of this material has been translated and published.

ELIZABETH KIEFFER

Franklin and Marshall College

Proceedings of Meetings: Indian Historical Records Commission. Vol. XIX Nineteenth meeting held at Trivandrum, December 1942. (New Delhi, India. 1943. Pp. 175 and 50 and 28. Illustrations and appendix.)

The Indian Historical Records Commission has published the proceedings of its nineteenth meeting in 1942 at Trivandrum, Travancore. The volume

was printed at the press of the Government of India at New Delhi in 1943. It is divided into two parts. The first section contains the proceedings of the meeting proper; the second and more voluminous part is dedicated to the accounts of the papers prepared for the meeting. Compared with the earlier volumes in this series, the publication is on poor quality paper, probably due to war-time shortages. Since paper deteriorates faster in the tropics than it does under temperate climatic conditions, the defect may prove a serious handicap for a later generation of historians.

The list of contents of the second section shows fifty-one entries prepared by well-known scholars from all over India. Each has something to say on a particular subject out of that vast field called "History of India." The speakers, not limited by one general leading thought given out by the committee, brought titbits of individual research to an interested and distinguished gathering. At the sixteenth meeting of the commission, in 1939, Sir Jadunath Sarkar had explained the standards for such a paper; "the papers must describe unknown or hitherto unpublished records, or piece together and interpret freshly such records as are already known" (*Proceedings . . .*, 1939, p. 2). In this way the collected contributions form a source of information for the students of history.

Archival methods and record administration, in brief, any kind of archival technique, is scarcely under discussion. That is the reason why it will be of no use to the archivist who wishes to extend his knowledge of his particular branch of science only. Very few of us, however, especially under the present conditions, can afford to be so exclusive. Merely paging through this volume offers the critical observer an excellent opportunity to study the Eastern outlook on the humanities and for that reason the publication is worth notice.

M. W. Jurriaanse

Netherlands Embassy

Records Problems and Policies in the Dismantling of the United States Fuel Administration, by Don B. Cook. The National Archives, *Records Administration Circular* No. 6. (Washington, 1944. Pp. 15.)

Mr. Cook describes the results of a scholarly approach to folding up the records of a war agency by a disintegrating staff under the pressure of time. Although the fuel administrator, Dr. Garfield, showed historical perception in his instructions for assembling the records, he was handicapped by having to wind up affairs in much shorter time than had been anticipated for the job. The author indicates that while the assemblage of the papers was carried out for the most part as directed, more smoothly for the central office than in the field, a real saving could have been effected and a more usable record would have resulted had more attention been given to the segregation and disposal of usless files early in the dismantling process. In a recapitulation on

page 12, Mr. Cook enumerates the major policies and procedures of the agency that "might almost serve as a model program of its kind."

If one compares the effort made to accumulate a complete record of the Fuel Administration with the final report of the agency, one is led to believe that Dr. Garfield's intentions to make the record valuable for future administrators by a comprehensive analysis of the experience were defeated by the hasty withdrawal of funds by a Congress "presumably eager for a return to normalcy."

JOHN W. FREY

Petroleum Administration for War

Presidential Executive Orders, compiled by the WPA Historical Records Survey. Volume I, *List;* Volume II, *Index*. (New York. Archives Publishing Company, a Division of Hastings House, 1944. Pp. xii and 675; vi and 630. $12.50.)

These two volumes, prepared by the WPA Historical Records Survey of New York, present, via Executive Order summaries, a timely guide and reference to important source materials contained in the more than 8,030 numbered and number-lettered presidential Executive Orders issued by sixteen of our presidents during the seventy-six year period, 1862-1938. In lieu of the full text of the orders listed and indexed, brief summaries of them are given throughout.

With respect to Volume I, the *List*, a chronological rather than a numerical order has been followed without too much difficulty in the presentation of summaries of the contents of these presidential decrees. Strict adherence to a numerical order would have caused certain violations of logical sequence. For example, "see" references are given to E. O.'s 3016-B to 3016-X, inclusive, appearing in proper numerical order on pp. 253 and 254, for the reader to pick up the summaries of these E. O.'s by date in their chronological order on pp. 255, 257, 258, 259, 260, 261, 262, 263, and 264. Similar treatment is given to E. O.'s 5011-A and 5011-B on pp. 418 and 419.

An apparent duplication on p. 1, where two Executive Order summaries in the respective years 1862 and 1863 are both listed and numbered as E. O. No. 1, is clarified promptly by a subsequent annotated chronological listing from that point on through the remaining pages of Volume I. If comment on this be necessary, it is likely that the editors with an abundance of caution listed both, provocatively, for the reader to determine from his own research the proper starting point of the numbered series during the Civil War period.

Although the phrase "Numbered 1-8030" infers that the *List* comprises a total of 8,030 Executive Order summaries in the numbered series, actually, when the 473 "number-lettered" E. O.'s, together with the thirty-one "half-numbered" and seven "double-numbered" E. O.'s are counted, the full total

reached 8,541, 511 over and above 8030, the last numerical designation given in the *List.*

Reference to the Executive Order or Executive Orders, E. O. 7298, dated February 18, 1936, embodying the regulations governing the preparation, presentation, filing, and distribution of Executive Orders and Proclamations, appears surprisingly late on p. 620 of the *List.*

Four hundred of the summarized orders contained in the *List* bear a like number of footnotes explaining that these orders have "the form of a Proclamation," for example E. O. 8000 appearing on p. 673. Sixty-four others are noted as containing references to one or more "numbered" orders, as illustrated by E. O. 132 on p. 14. In addition to the seven "double-numbered" E. O.'s previously mentioned there are seven others which might be similarly classified wherein numbers have been assigned to each of the two or more sections comprising these orders. Thus, in these instances a single document bears two or more E. O. numbers.

The *List* reveals that not all Executive Orders are signed by presidents. A total of fourteen were signed, as annotations indicate, respectively, by the secretaries of state in various presidential administrations, four by William H. Seward (pp. 1 and 2), two by Hamilton Fish (p. 2), and one each by T. F. Bayard, James G. Blaine, W. Q. Gresham, John Hay, and Charles E. Hughes (pp. 4, 6, 12, and 325, respectively). Executive Orders 109 and 113 on p. 12 were signed by "J. A. Porter, Secretary to the President." E. O. 348-A on p. 36 is signed by "Wm. H. Taft, War Secretary."

Although E. O. 21 on p. 3 of the *List* is designated as such, it also, as a footnote explains, is in the form of a proclamation and is included in the numbered series of proclamations as Proclamation No. 1.

A reference to E. O. 4846-A on p. 405 of the *List* notes that the "text of this Order is registered by the Government as confidential." E. O. 4902 on p. 410 simply states "Text of this Order is not regarded as confidential."

In one instance on p. 23 of Volume 1, a letter from the secretary of the Civil Service Commission addressed to President Theodore Roosevelt is regarded by the Civil Service Commission as an Executive Order. It is listed as E. O. 234 of August 27, 1903.

The *List* reveals three instances of the presidential signature, via endorsement on certain letters bringing Executive Orders into being. They are: E. O. 396 (p. 42), undated, which bears an endorsement on a letter from Senator Nelson to the president; E. O. 400 (p. 42), undated, which bears an endorsement addressed to Mr. Stallings, the public printer; and E. O. (p. 42), undated, which bears an endorsement on the Treasury Department's statement concerning "a Mr. Beldon's services."

On pp. 494 and 496 of the *List* it is disclosed that there were as many as eleven Executive Orders having the form of Proclamations which were never made operative, their effect being negatived by Congressional disapproval shown

in H. Res. 334 of January 19, 1933 (76 *Cong. Record*, 2110, 2126) pursuant to Section 407 of the Economy Act of June 30, 1932 (47 *Stat.* 414), a little more than a month before the first inauguration of President Roosevelt on March 4, 1933.

There is a typographical error in the summary of E. O. 6220 on p. 518 wherein one Louis R. Glavis is reinstated in the classified service without regard to charges preferred "In the Ballinger-Pinchot Controversy." The word "changes" should read "charges."

E. O. 7396 on p. 627 refers to "Executive Orders, rules and regulations" without specifying them in its summary or listing them in the original order, an informative note on that page states.

Somewhat in the same category as the 400 presidential Executive Orders which were noted in the *List* as drawn up in the form of Proclamations, are approximately 376 E. O. summaries noted as having "partly the form of a proclamation." These include all orders of the National Recovery Administration approving Codes of Fair Competition and their amendments and orders denying or approving applications for exceptions thereto, such as E. O. 6329 dated October 10, 1933, listed on p. 527 and annotated as existing in mimeograph form dated September 22, 1933. These NRA orders extend from the summary of E. O. 6242-A on p. 520 through to E. O. 7081 on p. 601.

The references associated with at least two Executive Order summaries will bear further scrutiny. E. O. 4698 dated July 30, 1927, on p. 393 though included in the *List* under the number 4698, at the same time is annotated with the words "Not a numbered Order." Somewhat similarly, E. O. 5713 on p. 475 though possessing that number is noted with the phrase "Not in numbered series."

Executive Order 7316, with its citation, 1 *Fed. Reg.*, 1, on p. 621 of the *List* marks the initial appearance of an E. O. in the first daily issue of the *Federal Register* on March 14, 1936.

A note to the summary of E. O. 7906 on p. 666 indicates the break-off point of the now obsolete citations to the bound volumes of the *Federal Register* with the explanation that "On and after this date *Federal Register* citations refer to the daily edition, not the consolidated edition which was discontinued in June, 1938."

Citations to the *Federal Register* in the *List*, though adequate, could be made less cumbersome by the use of the official form of citation, for example, the citation in the summary to E. O. 8030 in p. 675 is given as III *D. Fed. Reg.*, 3187, instead of the official 3 *F.R.*, 3187, which is the recognized style.

The sources of the *List* are found in the files of Executive Orders in the Division of the Federal Register, the National Archives, Washington, D.C., and every order up to December 29, 1938, included in the numbered series has been listed and the full text of each order has been used as the basis of each abstract.

With respect to Volume II, the *Index*, it must be said that the *Index* is an index to the Executive Orders referred to therein rather than an index to the *List*. Entries in the *Index* are topical by function and are alphabetically arranged with short descriptive phrases for entries and sub-entries. Each description ends with figures representing, respectively, the year and the number of the relevant Executive Order. In this way the year date will help the reader locate the exact order desired and with the E. O. number, reference can be made immediately to the E. O. summary in the *List*, where appropriate citations will be found to locate the full text of the particular Executive Order. It is possible to include in the *Index* certain information which could not conveniently be entered in the *List*, for example, the summary of E. O. 5874 on p. 487 of the *List* states that "Compulsory retirement provisions temporarily waved for 1,810 designated Government employees." It was not feasible to name that many people in the *List*, but all 1,810 employees are included under their respective alphabetically arranged names in the *Index*.

All in all, the *List* and the *Index* contain no greater margin of error than usual, typographical or otherwise, and the editors are to be complimented upon the preparation, proofing, and summarizing of the many originals of the presidential Executive Orders and the arranging of them in easily accessible abstracts for ready reference.

BENJAMIN S. SIMMONS

The National Archives

Union List of Microfilms. Supplement II (1943), issued by the Committee on Microphotography, Philadelphia Bibliographical Center and Union Library Catalogue. (Philadelphia, 1944. Pp. xi and 282. Mimeographed. $3.75.)

Published in 1942 under the direction of the Committee on Microphotography of the Philadelphia Bibliographical Center, the *Union List of Microfilms* contained 5,221 entries comprising printed books and manuscripts on microfilm in the United States. In 1943, *Supplement* No. 1 (1942) with 2,965 additional entries was published. The present volume, *Supplement* No. 2 (1943), containing 3,687 titles raises the total number of entries in the series to 11,873.

The task of compiling a union list of microfilms in peace time would be gigantic; in war time, when most of the committee and collaborators either have entered the armed services or are otherwise participating full time in the war effort, the achievement of the committee in gathering together and reproducing a volume is remarkable, notwithstanding existing shortages of paper and other materials. It is significant to note, moreover that despite a lack of available trained personnel and supplies and the necessary preoccupations of microphotographic laboratories with war work, that some additional scholarly and research titles are currently being reproduced. However many

entries appearing in *Supplement II* represent a backlog of accumulated film only now made available through cataloguing or listing.

As an example, two notable collections may be cited. The first, that of the Library of Congress, is now accessible through printed catalogue cards for microfilms represented in its holdings. Copies of these cards were made available to the committee for listing. The second, the Brown University Latin America microfilm collection, likewise has supplied many entries representing materials reproduced in the Medina Library and elsewhere in Latin America.

As in previous volumes the entries represent a wealth of information on biography, education, political science, theology, genealogy, art, mathematics, history, technology, and many other subjects. Included are such diverse and generally interesting manuscripts as the original drawings of the birds of America by John James Audubon and early population census enumerations added to the File Microcopy Program of the National Archives.

The utility of the volume would have been greatly increased had it been possible to provide subject headings and an index, preferably cumulative. Lacking these useful tools, the user must supply them, in one form or another. The volume, however, does supply a valuable reference medium for institutions and individuals interested in microfilm, and will serve as a checklist for at least a portion of the increasing amount of microfilmed documentation that is becoming available in America. The committee is planning to continue and, if possible, to expand its work in this connection and solicits additional entries. Holdings not represented in previous publications should if possible be forwarded to the committee, preferably on three-by-five inch cards. Through active cooperation, the scope and utility of future supplements will be greatly increased.

MARY E. FAWCETT

The National Archives

Inventory of the Church Archives of New Hampshire—Protestant Episcopal Diocese of New Hampshire, prepared by the New Hampshire Historical Records Survey, Service Division, Work Projects Administration. (Manchester, New Hampshire. The New Hampshire Historical Records Survey, 1942. Pp. ii, 514. Mimeographed.)

The first point to be borne in mind concerning the present work is that it is in no sense a history of the Protestant Episcopal Church in New Hampshire. It is rather a collection of the materials upon which such a history should be based. In other words it is a thesaurus to be consulted and not a book to be read through from cover to cover.

The materials collected are many and varied; and they relate not only to the history of the Episcopal Church in New Hampshire but also to the various activities carried on by it, such as missionary work, religious education (*i.e.* Sunday or church schools), social service, the Woman's Auxiliary, the Girls'

Friendly Society, organizations for young people, schools for boys, schools for girls, work among college students, etc. This matter is arranged according to subject and well indexed, so that any information that is wanted can be readily found.

The most readable and to the reviewer the most interesting part of the volume is the historical sketch of the Episcopal Church in New Hampshire (pp. 8-48). It begins with the earliest settlements in the Piscataqua region organized by Sir Ferdinando Gorges and Captain John Mason. Piscataqua always appears as "Pascataqua," which may be the preferred spelling of the name. The beginnings were made in the year 1623 at Strawberry Bank, now Portsmouth, and at Hilton's Point, the present Dover. Captain Mason was an ardent and zealous member of the Church of England, and Gorges was at least nominally an adherent of the established church. However, the settlers of New Hampshire, unlike those who founded some of the other North American colonies, were motivated chiefly by the desire for personal gain. They even hoped to discover gold in the new country. It was not the love of liberty, either civil or religious, that impelled the first comers to cross the Atlantic and set up homes in a wild and unknown land. However, religion was not ignored; and since both Gorges and Mason, as well as many of their followers, were Church of England men, Anglicanism was naturally the form of religion which at first prevailed. Later, when immigrants arrived from Massachusetts Bay, Puritanism obtained a foothold and controversy ensued. The Holy Communion was celebrated and other religious services were conducted by clergymen of the Church of England not long after the arrival of the colonists, and as early as 1638 a parish was formed at Strawberry Bank. In the course of time, however, this work fell into desuetude; and it was not until 1732 that the first permanent Episcopal parish was founded at Portsmouth. It was originally called Queen's Chapel, but it was later known as St. John's Church.

The early advantage which the Anglican Church enjoyed was fostered by two outstanding royal governors of the eighteenth century, viz. Benning Wentworth and his nephew John Wentworth. They both made substantial grants to the Church of England in the Province of New Hampshire. Although many of them were eventually lost, some income is still received from these old governmental favors.

After 1760 a stream of immigration flowed up the Connecticut valley from Connecticut. There were many adherents of the Anglican Church in the latter colony, and not a few of those who settled in western New Hampshire along the river were Episcopalians. Of course they brought their religion with them; and little groups of them met regularly at Claremont, Haverhill, and Alstead, and also across the Connecticut at Springfield in the territory that was claimed both by New Hampshire and by New York.

At the outbreak of the Revolution there were organized Episcopal churches only at Portsmouth and Claremont in New Hampshire. One hundred and

fifty years had elapsed since the first English settlers arrived at Strawberry Bank; and only in two widely separated places were the doctrine, discipline, and worship of the Church of England maintained. The Anglican Church was weak, and during the Revolutionary War it naturally suffered not a little hardship. Nevertheless, even in this period of adversity, the number of its communicants increased.

In 1843 the Diocese of New Hampshire elected the Reverend Carleton Chase as its first bishop. "In him there was no weakness—no bitterness. Calm, self-centered, faithful and true, of a grand simplicity, he stood four square to every wind that blew." He died in 1870, and the Reverend William Woodruff Niles was elected as his successor. Bishop Niles was the head of the diocese until his death in 1914—a period of forty-four years. In that year the Reverend Edward Melville Parker, who had been chosen bishop coadjutor in 1905 on account of the failing health of the diocesan, succeeded to the episcopate. Bishop Parker died suddenly in 1925; and the present incumbent, the Reverend John Thomson Dallas, was elected bishop of the diocese. Thus in one hundred years New Hampshire has had four bishops.

The *Inventory* contains ii and 514 pages, and it is bound in a paper cover. It is reproduced by mimeograph process. The work is clearly arranged and well documented throughout, and it is provided with a good index.

The idea of making accessible the records comprised in the present volume was a happy thought, and the plan has been executed in a very satisfactory manner. To Dr. Richard G. Wood, who directed the Historical Records Survey in New Hampshire until 1940, a large measure of credit is due for his part in planning and carrying through an exacting task. This *Inventory* will be of inestimable value to anyone who undertakes to write either the history of New Hampshire or the history of the Protestant Episcopal Church.

WILLIAM H. P. HATCH

Episcopal Theological School
Cambridge, Massachusetts

NEWS NOTES

KARL L. TREVER, Editor

The National Archives, Washington 25, D.C.

THE SOCIETY OF AMERICAN ARCHIVISTS

The Eighth Annual Meeting of the Society will be held at Harrisburg, Pennsylvania, on November 8 and 9, including one joint session with the American Association of State and Local History. Mr. Howard H. Peckham, curator of manuscripts, William L. Clements Library, University of Michigan, is program chairman. Sylvester K. Stevens, state historian, Pennsylvania Historical Commission, is chairman of the Committee on Local Arrangements.

During the annual meeting of the American Historical Association in Chicago, December 28 and 29, 1944, a joint session with the Society of American Archivists will be held. The program is to be a round table discussion of "War Records in Relation to State and Local Archives," with Professor Theodore C. Pease as chairman. The discussion will be led by Christopher Crittenden, North Carolina State Department of Archives and History, Stanley Erikson, Rockford College, and Hermann F. Robinton, New York State Division of Archives and History.

The following persons were voted membership in the Society by the Council in July, 1944: Albert B. Corey, state historian, Albany, New York; Theodore F. Marburg, consultant business historian, Scovill Manufacturing Company, Waterbury 91, Connecticut; Virgil V. Peterson, associate state archivist, Denver, Colorado; Albert H. Schneider, engaged in private business of preservation of records, Arcadia, California; Dorothy K. Taylor, supervisor of records, Denver and Rio Grande Western Railroad Company, Denver, Colorado; E. A. Thompson, Thompson Bookbindery, Mineola, New York.

The following committees of the Society have served during the year 1943-1944:

Archival Buildings: Victor Gondos, Jr., chairman; William J. Van Schreeven, Leon de Valinger, Charles M. Gates, Charlotte Capers.

Collection and Preservation of Materials for the History of Emergencies: Herbert A. Kellar, chairman; Christopher C. Crittenden.

Filing Equipment: Mrs. Virginia Leddy Gambrell, chairman; Grace L. Nute.

Institutional Archives: Walter Hausdorfer, chairman; Thomas H. Spence, Thomas T. McAvoy, William D. Overman, Jean Stephenson.

International Relations: Gaston Litton, chairman; James F. King, Irving A. Leonard, Engel Sluiter.

Local Records: Harold S. Burt, chairman; Kenneth Blood, Dan Lacy, Ernst Posner, Hermann F. Robinton.

Membership: Philip C. Brooks, chairman; John Clement, Mary E. Givens, George P. Hammond, L. Hubbard Shattuck.

Municipal Archives: Richard B. Morris, chairman; Beatrice Decker, Arthur Pound, Leonard D. White.

Nominations: William D. McCain, chairman; Harlow Lindley, Mrs. John Trotwood Moore.

Program, Eighth Annual Meeting: Howard Peckham, chairman; Philip M. Hamer, W. Neil Franklin, Herbert A. Kellar, Dorothy C. Barck, Dorothy Dodd.

Publicity: Mrs. Elizabeth E. Hamer, chairman; Roger Thomas, Sherrod E. East.

Records Administration: Emmet J. Leahy, chairman; Helen L. Chatfield, Wayne C. Grover, F. M. Root, Herbert O. Brayer.

Research: Herman Kahn, chairman; Oliver W. Holmes, Thomas P. Martin, Howard Peckham, Morris L. Radoff.

Uniform Legislation: A. R. Newsome, chairman; Richard B. Morris, Francis S. Philbrick.

Writings on Archives and Manuscripts: Karl Trever, chairman; Alice Smith, Ernst Posner, Theodore C. Pease, Martin P. Claussen.

Local Arrangements, Eighth Annual Meeting: Sylvester K. Stevens, chairman; other members appointed by chairman.

The National Archives

The archivist of the United States has announced the completion of a staff reorganization that was begun in November, 1943. Effective July 1, 1944, chief responsibility for both administrative and professional activities of the National Archives was assigned to the director of operations, Dan Lacy. Assisting him are Marcus W. Price, deputy director of operations; Stuart Portner, assistant director of operations in charge of records administration; Philip C. Brooks, records appraisal officer; and Philip M. Hamer, records control officer in charge of reference service and records description. Other changes include the assignment of Dallas D. Irvine as management officer and Oliver W. Holmes as program adviser in the Office of the Archivist. The administrative secretary, Thad Page, was also transferred to the Office of the Archivist. A War Records Office, with Edward G. Campbell as director, and a General Reference Division, with W. Neil Franklin as chief, were created. The Division of Veterans' Administration Archives was redesignated as the Division of Veterans' Records and was made responsible for service records of the armed forces as well as records of the Veterans' Administration; Thomas M. Owen, Jr., was continued as chief of the division.

Practically all the older records of the Department of the Treasury are now in the National Archives as a result of a large transfer of the secretary's "Old

Files," 1789-1910. Of particular historical interest among these records are the authenticated copies of correspondence with collectors of customs, 1789-1833, that were made from field office records after the 1833 fire in the Treasury building, which destroyed most of the early records of the department. Other recent transfers include the original manuscript maps of the United States Geographical Surveys West of the One Hundredth Meridian or the Wheeler Survey (1869-1879), one of the four major surveys of the West in the period following the Civil War; Navy Department records, including opinions of the attorney general of the United States on questions submitted to him by the secretary of the navy, 1857-1903, and general correspondence of the Bureaus of Ordnance, 1926-1939, and of Naval Personnel, 1926-1940; records of the Food and Drug Administration, 1900-1943, containing unpublished studies made by such pioneers for pure food and drugs as Harvey W. Wiley; and headquarters and field records of the War Risk Litigation Bureau relating to about 24,000 closed cases. Among other field records received are records of the collectors of customs at Baltimore, 1783-1919, including passenger lists, 1820-1919, and at Washington (Georgetown), D.C., 1807-1900; and records of War Department arsenals at Watervliet, New York, 1814-1919, Frankfort, Pennsylvania, 1816-1935, San Antonio, Texas, 1871-1912, and Edgewood, Maryland, 1918-1920, and of the Sandy Hook Proving Grounds, 1901-1918.

The sixth in the series of National Archives *Bulletins* is the recently published *Buildings and Equipment for Archives.* It consists of three papers originally read at the Seventh Annual Meeting of the Society of American Archivists, "Some Observations on Planning Archives Buildings," by Louis A. Simon; "Collaboration Between Archivists and Architects in Planning Archives Buildings," by Victor Gondos, Jr.; and "Equipment Needs To Be Considered in Constructing Post-war Archival Depositories," by William J. Van Schreeven. The bulletin contains much of interest to those concerned with the adequate housing of records, particularly with reference to post-war building programs. Copies may be obtained from the assistant administrative secretary of the National Archives so long as the supply lasts.

The archivist of the United States has announced the appointment to the staff of the National Archives of W. Brooks Phillips, formerly of the University of North Carolina Press; Carl J. Kulsrud, formerly of the Office of Strategic Services; and E. Sloane Wingert, formerly of the War Department. Dorothy V. Martin has returned to the National Archives as has Thornton W. Mitchell, who has received an honorable discharge from the Army. Maude Jones, archivist of Hawaii, has been designated to serve as a field consultant to keep the National Archives informed on problems relating to federal records in Hawaii and to undertake particular projects upon assignment.

The Franklin D. Roosevelt Library

President Roosevelt has recently made a number of additions to his collection of United States naval history manuscripts in the library. Notable among them is a journal of the U.S.S. *Brandywine,* Henry E. Ballard, commander, for the periods March 10-July 14, 1830, and October 22, 1830-September 12, 1831. About thirty letters written between January 16, 1830, and August 2, 1831, by E. T. Washburn, schoolmaster of the *Brandywine's* contingent of midshipmen, to members of his family were received with the journal. They describe life aboard ship and ports visited in the West Indies, Mexican waters, and the Mediterranean.

To the already large body of David Conner manuscripts in the library, the President has added about a hundred letters written from 1808 through 1856 by and to Conner, who serve as midshipman and lieutenant on board the U.S.S. *Hornet* during the War of 1812 and who commanded the Gulf Squadron during the Mexican War until the capture of Veracruz. This correspondence contains Conner's accounts of engagements in which the *Hornet* took part, his capture while commanding a prize taken in the English Channel, and the defeat of the British ship of war *Penguin* and his comments on the burning of Washington and the affair of the *Chesapeake* and *Shannon.* Also included are letters from Commodore Charles Stewart to Conner while the latter was in command of the *Dolphin* in South American waters in 1822-1824; from Captain Lewis Warrington, 1834-1846; from Rear Admiral Frederick Engle, 1844-1845; and from various secretaries of the navy, 1818, 1845-1853.

About a hundred unrelated letters and other papers on naval affairs pertaining to the period from 1784 to 1909 also have been received from the President. Included are letters concerning pensions, appointments, discharges, disciplinary matters, ship launchings, cruises, the administration of shore stations, and a variety of routine orders, requisitions, and receipts. Many prominent figures of the early navy are represented, including Silas Talbot, David Porter, James Biddle, R. F. Stockton, and several navy secretaries, from Benjamin Stoddert to James C. Dobbin.

Fred W. Shipman, director of the library, has returned to the United States after serving for eight weeks in the Mediterranean theater of operations as temporary archives adviser to the Monuments, Fine Arts, and Archives Sub-Commission of the Allied Control Commission for Italy. Henry H. Eddy of the library staff served during April as consultant to the Vermont Public Records Commission at Montpelier. He procured statistical data needed in the planning of a post-war state archives establishment and made suggestions as to the building and the procedures to be followed in the proposed records depository.

Library of Congress

Among the recent accessions to the Division of Manuscripts in the library the following may be noted: five boxes of papers of Charles McLean Andrews, mainly transcripts, and a diary of 1800; photographic copy of journal of James Cook, first voyage, 1768-1771 (National Library, Canberra, Australia); reproductions of Thomas Jefferson materials in other institutions and in private hands; copy of letter-book of the Navy Board for the Eastern Department, October 24, 1778-October 29, 1779 (New York Public Library); thirteen papers of, or relating to, Sir Charles Stuart, 1799-1815 and 1843; 260 papers of the Rodgers family (John Rodgers and others), 1802-1888; one volume of letters and copies of forty-one letters, mainly from Benjamin Henry Latrobe to John Lenthall, including a few letters by Thomas Jefferson, March 5, 1803-May 17, 1808; two large boxes of papers of the Shippen family (restricted); microfilm of fifty-two pages of correspondence 1812-1814, Russian offer of mediation (Stanford University); nine volumes of the journal of Harriet Low (the Far East, England, and elsewhere), 1829-1834; six boxes of papers of Henry Ward Beecher, 1836-1887 (restricted); seven boxes of additional papers of and relating to Constance Cary Harrison, 1838, 1861-1943; three boxes of papers of Montgomery Cunningham Meigs, 1850-1889, his journal of the Battle of Chattanooga, November 23-25, 1863, and a volume entitled "Notes of Travel in Europe, 1875" (letters to his wife and daughter); photostat of diary of George O. Hand, Union soldier, August 19, 1861-May 19, 1864; one box of additional papers and diary of Joseph Bloomfield Osborn, 1861-1865; one volume of diary of Josephine Forney Roedel, covering journey from Virginia to Pennsylvania and return, October, 1863-July, 1864; thirty-one letters from John Fiske to Abby Morgan Fiske (his wife), August 24, 1873-April 8, 1896; two volumes and two loose pieces, including minutes and financial record of the Social Democratic Workingmen's Party, Philadelphia Branch, November 15, 1873-October 15, 1890; twenty-four papers of Jay Gould (mainly his letters to William Ward), November 29, 1873-August 26, 1876; twenty-three boxes of papers of Albert Sidney Burleson, 1894-1937 (restricted); fourteen boxes of additional papers of Elizabeth Madox Roberts, 1922-1941; one large box of Edwin Markham papers and other materials; seven shelves of papers and other materials of, and relating to, May Robson, actress.

Dr. Herbert Friendenwald, first head of the Division of Manuscripts, died in Washington, D.C., on April 28. As a bibliographer, he prepared a list of manuscripts in the Library of Cngress up to 1901 and edited a calendar of Washington manuscripts in the same institution.

Office of Records Administration, Navy Department

Naval Records Depository No. 2 at Philadelphia and Naval Records De-

pository No. 4 at Los Angeles, the activities of which were described in Lt. Herbert E. Angel's article entitled "Highlights of the Field Records Program of the Navy Department" in the July, 1944, issue of THE AMERICAN ARCHIVIST, have been redesignated as Naval Records Management Center, Eastern Division, and Naval Records Management Center, Western Division, respectively. The new name for these activities reflects more nearly the broader functions which have been assigned to them. These functions include assisting in all phases of correspondence and records management, including applications of microphotography; specifically these centers are authorized to (*a*) accept, examine, and dispose of noncurrent records in accordance with law and Navy regulations; (*b*) accept and give reference service on relatively inactive records; (*c*) microphotograph records to reduce bulk and dispose of the originals; and (*d*) assist with correspondence and files problems. The Naval Records Management Center, Eastern Division, will assist activities in Naval Districts 1 through 10, in the Severn River Naval Command, and in the European-Africa-Middle East Area. The Naval Records Management Center, Western Division, will assist activities in Naval Districts 11 through 17 and in the Asiatic-Pacific Area.

Backlogs of noncurrent records amounting to 65,000 cubic feet were eliminated in naval activities in New Orleans, San Diego, Los Angeles, San Francisco, Seattle, and Hawaii during the months of July and August by "task forces" operating out of the Office of Records Administration, Navy Department. A large portion of these records were destroyed on the spot under authority previously granted by Congress, while most of the rest of the records were sent to the Naval Records Management Center at Los Angeles for ultimate transfer to the National Archives or disposal. While this records retirement work was being carried on by Lt. Paul L. Bishop, Lt. (j.g.) Everett O. Alldredge, Lt (j.g.) Edmund D. Dwyer, Adeline V. Barry, John F. X. Britt, and Robert A. Shiff, microfilm installations were being made on units of the fleet at locations from the West Coast to Australia by three officers from the Office of Records Administration, Lt. Joseph P. Brennan, Lt. James P. McKenna, and Lt. (j.g.) Dwyer. These installations serve a number of purposes, some of which are closely related to naval operations; many, however, are concerned with the duplication of records in order to save space and reduce the fire hazard aboard ship.

Recent additions to the staff of the Office of Records Administration include Lewis J. Darter, formerly in the Division of Agricultural Department Archives in the National Archives, and Charles A. Sterman, formerly head of the Office of Records Section of the Tennessee Valley Authority, who have been commissioned lieutenants, junior grade, in the United States Naval Reserve; Henry P. Beers, formerly in the Division of Navy Department Archives in the National Archives, who joined the staff as a seaman, second class, in the United States Naval Reserve; and Mona Sheppard, formerly

assistant chief of the Communications and Records Division of the War Manpower Commission, who joined the staff as a correspondence management analyst. John E. Lown, head of the microfilm unit of the Office of Records Administration, has resigned his position to accept the post of general manager of the Holbrook Microfilming Services in New York. He has been succeeded by Lt. (j.g.) J. Hamilton Lane.

In his annual report for the fiscal year ending June 30, 1944, Lt. Comdr. Emmett J. Leahy, director of records administration, announced that his office was instrumental in releasing 300 persons, 128,000 square feet of space, and 13,000 units of office equipment, which, together, with other savings effected by the office during the year, had a value of approximately $2,000,000.

General

Attention should be called to the work of the Committee on Public Records of the Municipal Finance Officers Association of the United States and Canada. It has recently issued a twelve-page report entitled *The Preservation of Public Records.* Copies may be obtained from the association at 1313 E. 60th Street, Chicago 37, Illinois, for thirty-five cents. Additional data on the work of the committee is available in the May, 1944, issue of *Municipal Finance,* pp. 23-25. Otto K. Jensen, state examiner, Indianapolis, Indiana, is chairman of the committee.

The American Association for State and Local History announces the publication of *Historical Societies in the United States and Canada; a Handbook,* 1944. This new edition will supersede the 1936 edition. It lists 904 societies (with a supplementary list of 564) as compared with a 1936 total of 583 societies (with a supplementary list of 15). Copies are available from the treasurer of the association, Box 6101, Washington 4, D.C., at $2.50 per copy for nonmembers and $1.75 for members.

The July issue of *State and Local History News* includes a directory of individual members, indicating their interest in the field of history and their background. Members of the association will also receive copies of the Social Science Research Council's study *Local History: How to Gather It, Write It, and Publish It.*

The *Catholic Historical Review* for July indicates that the "efforts of Catholic officials to preserve records of the present war for future historians have been very promising." The Military Ordinariate is classifying and preserving the records and correspondence of chaplains, and local church personnel is preserving records of local activity. Rev. Thomas T. McAvoy, archivist of Notre Dame University, is preserving records of the activities of Catholic lay heroes.

Foreign News

Argentina

The original text of the Treaty of 1819 between the United Provinces of the River Plata and Chile for "putting an end to the domination of the Spanish Government in Peru and bringing liberty and independence to its inhabitants by an expedition" reposed for years in the Archives of the Congress of Tucuman and more recently in the Archives of the Legislature of Buenos Aires. According to a note in the April, 1944, issue of *Informaciones Argentinas*, the restitution of this treaty to its place in the Archives of the Argentine Chancellery took place on March 27.

Great Britain

The New York *Times* reported on August 4 that Dr. Hubert Hall, English archivist and historian, was killed August 2 by a flying bomb. Dr. Hall was eighty-seven years of age. He was appointed to the British Public Record Office in 1879, became resident officer there in 1892, inspecting officer of records in 1905, and assistant keeper of public records in 1912. From 1910 to 1912 he was secretary of the Royal Commission on Public Records. He retired in 1921.

France

In a despatch from Berne, Switzerland, to the New York *Times*, dated August 22, it was reported that the French Forces of the Interior had discovered the Vichy government archives covering three years of collaboration. The archives were said to have been hidden in the cellars of the Cassino des Fleurs. Preliminary examination has shown, the despatch stated, that the files include names, codes, and copies of confidential orders from the Germans to the French and from the French to the militia.

Italy

All property, including the archives, of the International Institute of Agriculture is safe, according to reports from the general secretary of the institute.

In the printed report on the Allied Military Government of Rome, June 5-15, made by Brig. Gen. Edgar E. Hume to the Army Commander, Fifth Army, it is indicated that an organized effort was made by Allied troops entering Rome to safeguard important buildings to prevent the destruction of property, including archives. Among the files found intact were the employment records of the Italian labor organization (although evidence was found indicating that preparations had been under way to move the files north) and the records of social security agencies. A particularly valuable discovery was made when an archives officer of the Allied Control Commission discovered the complete correspondence files of Mussolini's personal secretary (*Secretario Particolare del Capo del Governo*). The files contain about 250,000 pieces of the *Duce's* correspondence, a collection of unique importance.

Mexico

Word has been received that the First National Congress of Archivists will be held in Mexico City in October, 1944, under the joint sponsorship of the Ministry of Public Education and the Mexican Congress. Details of the program have not yet been received.

The editor is indebted to Gaston Litton for the translation of the text of President Camacho's decree of December 31, 1943, prohibiting the exportation of original documents relating to the history of Mexico:

Decree

The Congress of the United States of Mexico decrees:

Article 1. There is hereby prohibited the exportation of original documents relating to the history of Mexico and of books which because of their rarity cannot be replaced easily.

Article 2. The General Archives of the Nation will have the right to declare that a document or a book is not within the category of those defined in the preceding article.

Article 3. The General Archives of the Nation will procede with the formation of an inventory of the documents essential to the history of Mexico that are preserved in the public archives of the country.

Article 4. Institutions and individuals who wish to send abroad documents that could be considered of historical value must secure the necessary permission from the head of the General Archives of the Nation.

Article 5. Customs officials will withhold the visa on documents or books covered in this decree until the preceding article has been complied with.

Article 6. Customs officials failing to comply with this order will be subject to the penalties provided for traffic in contraband.

Article 7. Persons who contravene this decree are subject to the penal-civil laws concerning contraband.

The president of the republic has agreed to the designation of a part of the Ciudadela to house the General Archives of the Nation. A center of historical and literary investigation will thus be formed around the Ciudadela. The principal building will comprise the General Archives of the Nation, the National Library, and a Museum of Modern Art; in adjacent quarters the National Museum of Archeology and the Institute of Anthropology and History will be housed. In interviews held by the director of the archives with the secretary of public instruction, Don Jaime Torres Bodet, and the secretary of the treasury, Don Eduardo Suarez, the basis was laid for proceeding with a realization of the project in contemplation. The Administration for Public Works has already progressed with plans for adapting the building and the subsecretary, Don Ramon Beteta, has been commissioned to work out all

of the economic factors in carrying the project into realization. In time it will be possible to concentrate, in the space ceded, the archives of historic interest that now exist in the capital and in the states.

The Women's University of Mexico (*Universidad Femenina de Mexico*), created early in 1943 within the Mexican National University as a center of higher education exclusively for women, has included in its curriculum a course in archival science. The work is under the direction of Lic. Augustín Hernández, chief of the historical archives section of the Treasury Department (*Secretaría de Hacienda y Crédito Público*) and secretary-general of the Society of Mexico Archivists. The classes, meeting twice a week for an hour and a half during 1943, were described in the course of studies as providing the elementary notions of archival economy, with some emphasis on administrative documentation, governmental organization and procedure, classification and cataloguing, and records arrangement. Judging by the course-outline recently received at the National Archives through the kindness of Professor Hernandez, a somewhat more ambitious program has been planned for the school year 1944, including the study of paleography, archival sources for the history of Mexico, numismatics, sigillography, the reproduction and restoration of manuscripts, the cataloguing and classification of manuscripts, and the techniques of publishing source materials.

Santo Domingo

Speaking for the General Archives of the Dominican Republic in the number of its bulletin most recently received in this country, the editor announces that the archives is no longer a mere depository of documents. By way of showing that the agency has become an institution active in the culture of his country, the editor alludes to archival accessions during 1943, to the investigating mission which the archives is maintaining in Cuba under the direction of Sr. Luis Rodriguez Guerra, and to the aid given to other institutions of the country in cultural fields. Specific mention is made of the celebration in February, 1944, of the centenary of the republic and of the collections of documents exhibited and published by the archives to commemorate that event. Notice is taken of a technical course on libraries and archives given under the auspices of the General Archives of the Republic by Miss Maria Ugarte de Brusiloff, and of the forty-seven persons completing the course who form thereby a technically qualified group of archivists from which the nation may hereafter draw.

South Australia

The November, 1943, issue of *Historical Studies: Australia and New Zealand* lists on p. 269 the accessions of the archives department of the Public Library of South Australia for the period January-June, 1943.

Turkey

Word has been received that the Turkish government has created within the Office of the Prime Minister an Office for National Archives. Special studies are now being conducted by the government of the archival legislation, organizations, and practices of other countries.

Colorado

The Colorado Historical Society has recently acquired the papers of J. B. Thompson, who was special Indian agent in Colorado in the 1870's, and the papers of General Charles Adams, for some years Ute Indian agent. The society has also accessioned the papers of Governor E. M. McCook, 1871-1874.

The state archives has established the most complete microfilm service of any state depository in the West. Three of the largest machines are now engaged in filming newspapers and official state documents on a daily schedule.

Plans for the construction of an archives depository have been completed and the contractors have already begun the work of construction. The new depository will contain complete facilities for fumigation, cleaning, accessioning, calendaring, and housing state, county, and local records. As of July 1, over fifteen million records had been authorized for destruction, some two hundred thousand for transfer and six million surveyed for microfilming. This work is progressing under Mr. Virgil V. Peterson, associate state archivist.

The Western Range Cattle Industry Study, a project for the assembling of original source materials on the cattle industry of the West, began operation under a grant from the Rockefeller Foundation. This work will continue for five years and is under the direction of Herbert O. Brayer, state archivist of Colorado. Operations have already begun in Wyoming and Colorado, and Mr. Brayer has appointed Miss Lola Homsher, former assistant state historian and librarian of Wyoming, as research assistant in that state. During the summer months, Dr. Clarence Paine of Beloit College is also assisting in Wyoming. Some 5,000 especially printed pamphlets describing the work of this study have been distributed and others will be sent on request.

The archival work of the Denver and Rio Grande Railroad is rapidly nearing completion; the calendar of the historical archives has been completed and an index thereto is in progress. This work is being edited by Garnet M. Brayer and Miss Jo Ann Ely. Current records work in the Denver and Rio Grande is under the direction of Miss Dorothy Taylor, supervisor of records, whose department is now preparing to issue the second departmental manual.

Delaware

Leon de Valinger, Jr., archivist of Delaware, announces that the annual report of the Public Archives Commission for the fiscal year 1943-1944 is available for distribution.

Florida

In the report of the president of the Florida Historical Society printed in the July issue of the *Florida Historical Quarterly*, the hope is expressed that during the coming year the society will acquire a permanent building in St. Augustine to house the archives, library, and museum in its custody.

Illinois

Secretary of State Edward J. Hughes died suddenly on June 28. Since his office placed him also in the position of state librarian, he was for many years much interested in the state archives. Members of the Society of American Archivists will remember Mr. Hughes as the genial host to the Society at its 1938 annual meeting in Springfield.

Indiana

The activity of a typical Indiana County Commission on Public Records is illustrated by the following news item from the *Indiana History Bulletin*, 21 (May, 1944), 209-210:

> After long consideration the Marion County Commission on Public Records has decided to dispose of six classes of official records of Marion County. This action of the commission is one of the first steps in the reorganization of obsolete documents which for years have been a problem in the Marion County Courthouse, Indianapolis. The great weight of documents stored on the fourth floor has long been considered a menace to the building. The Act of 1939 (*Acts* 1939, pp. 494-96) creating the County Commissions on Public Records made it the duty of the commissions to determine: (a) What public records are no longer of official or historical value; (b) What are of current official value; (c) What are of official value but are used so infrequently that they are not of practicable value where they are filed; (d) What are of no official but are of historical value. The commission is directed to destroy or otherwise dispose of the first group; the second group must be retained in the original office; those of the third group may be removed to the Archives in the State Library; those in the fourth group may be transferred to the Indiana Division of the State Library. However, no public records shall be destroyed until three years have elapsed from the time they were originally filed, nor until any specific law governing them permits their destruction.
>
> Acting in accordance with this law the Marion County Commission on Public Records is disposing of the documents referred to, allowing the State Library to take into its custody such of them as are of historical value.
>
> The Commission has not made an official decision at date of writing, concerning four other classes of documents which have been under con-

sideration: Barrett Law receipts, Poor Relief records, Treasurer's duplicate books, and Justice of the Peace records.

Lester L. Cappon, secretary of the Society of American Archivists, was guest speaker at the luncheon meeting of the Indiana War History Commission held in Bloomington on June 9. Mr. Cappon spoke on "Recording War History in Other States." Following the luncheon, the individual divisions of the commission met to discuss their work. Group Four of the Libraries Division is concerned with public archives and is headed by Margaret Pierson, state archivist. The Division of Armed Forces, of which the late Christopher B. Coleman was chairman, outlined plans for carrying on its work of collecting records and other data on the selective service system and Navy and Marine recruiting in Indiana, the various federal military establishments in Indiana, the Gold Star Honor Roll (biographical material and service records of those who lose their lives), the Indiana Book of Merit (citations and decorations), and, finally, demobilization and rehabilitation of servicemen after they are discharged.

Iowa

The Iowa State Department of History and Archives has completed remodeling a newly purchased "memorial building" to be used exclusively for archives. Although this building gives some relief to the congestion in the department, the curator and the archivist intend to ask the next legislature to provide funds for the construction of a war memorial building to house the department.

The Office of Price Administration has announced that the War Price and Rationing Board at Burlington, Iowa, has been selected as one of the two Record Boards for the Quad-Cities District of the OPA. These record boards have been instructed to keep all their files and records and suitable space for the preservation of this material will be provided by the OPA. An average of two such boards for each state are to be designated. These are selected partly because of their location and significance and partly on the basis of the order and system of their records.

Kansas

The annual report of the State Historical Society, printed in the February issue of the *Kansas Historical Quarterly*, indicates that the outstanding archival accession of the year was the official correspondence of Governor Payne Ratner, estimated at 35,000 pieces. The society also acquired from the State Board of Agriculture 3,000 books of statistical rolls for 1935 and 3,119 for 1936. The society's manuscript collection was enriched by 98,117 pieces, the outstanding addition being the papers of U. S. Senator Joseph L. Bristow, 1909-1915, containing 86,400 letters for the period 1900-1925.

Louisiana

Miss Frances H. Harvey, acting head of the Department of Archives of the Louisiana State University, reports that further history of the lower Mississippi valley is revealed in collections recently accessioned by the department. They include papers supplementing the Pleasant Hill Plantation records of the Eli J. Capell family of Amite County, Mississippi; additional volumes of the F. D. Robertson account books for sugar cane plantations in Plaquemines Parish, Louisiana; papers and volumes of the J. G. Kilbourne family of Clinton, Louisiana, containing records of the Kilbourne plantation, 1855-1893, documents of the Clinton and Port Hudson Railroad, and letters and papers concerning Centenary College and Silliman Institute; papers of Joseph Embree, a cotton planter in Louisiana and Mississippi; account books in French of a Negro store in New Orleans. Of interest also are the complete records of the M. S. Newsom Brick and Lumber Co. of Louisiana, 1866-1928. In the Lieutaud papers are slave documents and records of privateers in the Gulf of Mexico and at the mouth of the Mississippi River. The diaries and reports of Robert M. Lusher, who was state superintendent of education for Louisiana, 1865-1868 and 1877-1880, are an interesting study on educational affairs during Reconstruction.

Maryland

Morris L. Radoff, archivist of the Hall of Records, reports that the *Ninth Annual Report of the Archivist of the Hall of Records for the Fiscal Year July 1, 1943 to June 30, 1944,* has been printed and is now ready for distribution.

The Honorable Ogle Marbury, chief judge of the Maryland Court of Appeals, was named chairman of the Hall of Records Commission on June 7 to succeed the late Judge Carroll T. Bond. Miss Lulu V. Ebaugh, formerly librarian of St. Johns' College has joined the staff of the Hall of Records, succeeding Mrs. Josephine Jickling, retired.

William D. Hoyt, Jr., reports that the Maryland Historical Society recently acquired the Saachse lithographs, the largest pictorial collection received for some time. Many of the lithographs are the work of Edward Saachse, 1804-1873, and are concerned with Maryland and Civil War scenes. The collection was presented by Arthur F. Saachse, who also gave the society a manuscript volume of the Hopewell Assembly, Knights of Labor, Ellicott City and Baltimore, 1886-1902. The Falconer papers, donated by J. Hall Pleasants, increased the files of material in the society on Baltimore's relations with others ports of the American continent. They include letters from John Falconer, in Jamaica, Cuba, and New Orleans, to his brother in Baltimore, 1815-1819; letters to Mrs. Sarah Cantwell from Florida Territory, 1836-1841; and documents of the Corinthian Lodge, Baltimore, 1815-1819.

Other recent additions to the manuscript collection of the Maryland Historical Society include: the Shriver papers, consisting of several thousand letters and account books dealing with many phases of the social and economic life of Baltimore, Carroll County, and western Maryland; the accounts of the Besore store (Waynesboro, Pennsylvania) with Baltimore firms of the period from 1820 to 1860; letters written by Robert Lemmon during the campaign in Virginia, 1861-1862; four scrapbooks containing clippings from church papers, 1861-1865, which show the attitude of various sects toward slavery, secession, and the progress of the war; a journal kept by Midshipman Edward Simpson while serving on United States naval vessels, 1840-1843; a large collection of manuscript volumes compiled by Benjamin F. Dashiell, including eight volumes on "Somerset Colonial Families," four volumes of "Chronicles of Somerset County, 1630-1937," and others on the history and records of several old Eastern Shore churches; and a collection of letters of the Grundy and Gibson families of Baltimore, 1783-1840; papers of the Towson and Cockeysville Electric Railway Company, 1906-1923; papers of General John Hodd as president of the Western Maryland Railroad and as president of the United Railways, Baltimore.

Mississippi

Captain William D. McCain, director of the Mississippi State Department of Archives and History, now on leave, has been appointed American adviser to the Subcommittee on Monuments, Fine Arts, and Archives of the Allied Control Commission for Italy. Captain McCain was previously historian with the headquarters of the Fifth Army in Italy.

New Jersey

Sidney Goldman, successor to James E. Downes as state librarian and director of the Public Record Office of New Jersey, reports that New Jersey is considering, as a part of a proposed general state government reorganization, a bill that would establish a State Department of Education including a State Library and Museum Division of which the Public Record Office would be a part. The bill was introduced into the legislature in April, and is now under consideration by the Governor's Commission on Reorganization. It provides definite qualifications of experience and training for certain officers, and plans are being made to include such standards for the director of the Public Record Office.

Julian P. Boyd, librarian at Princeton University, reports the appointment of Professor Henry L. Savage of the Department of English to serve as archivist of the university.

New York

R. W. G. Vail, who is well known to archivists and librarians throughout the country, became director of the New York Historical Society in September, succeeding the late Alexander J. Wall. Mr. Vail has served as librarian of the Roosevelt Memorial Association, the American Antiquarian Society, and the New York State Library at Albany.

Frederic R. Stevens, for sometime "provisional" supervisor of public records and assistant state archivist, retired June 30. His place as "provisional" assistant state archivist was filled by John J. Vrooman, author of the recently published *Forts and Firesides of the Mohawk Country*.

An article entitled "Design for the Future" by Albert B. Corey appeared in the July issue of *New York History*. It is an outline of Mr. Corey's plans for the development of the Division of Archives and History of the State Education Department. Mr. Corey became head of the division on April 1, succeeding Arthur Pound, who resigned.

Hermann F. Robinton, supervisor of public records, reports that arrangements are being made for the development of a regional plan for the records facilities of the state. A survey of the records in records storage conditions is now being made in the capital district in order to determine quantitative estimates to be used in planning the projected archival depository for the state governmental agencies in the area.

The *Catholic Historical Review* for July reports that Thomas F. O'Connor, formerly historiographer of the diocese of Syracuse, has been appointed historiographer of the archdiocese of New York. In his new position Mr. O'Connor is "conducting an intensive study of the archival resources of the archdiocese, and intends in the near future to inaugurate a similar survey of the manuscript and printed sources of the history of the Church in New York located in private and public depositories. He will also serve as the representative of the Archbishop in matters concerning the use of materials on the archdiocesan archives." Mr. O'Connor was elected archivist of the United States Catholic Historical Society on May 16, succeeding Rev. Thomas J. McMahon, who held the post for the past eight years. Mr. O'Connor's address is 477 Madison Avenue, New York City 22, New York.

North Carolina

Thomas H. Spence, Jr., curator of the Historical Foundation of the Presbyterian and Reformed Churches, Montreat, North Carolina, reports that recent publications of the historical foundation include a brochure, setting forth the work of the institution, and a fifth edition of ten thousand copies of *A Catechism on the Historical Foundation*. Recent additions to the deposit

of the First Presbyterian Church of Franklin, Tennessee, provide the foundation with a file of manuscript sessional records of that congregation extending over a period of 130 years, 1818-1940. This is the longest consecutive collection of minutes of a church session in the archives. The oldest material of this particular type represents the Pine Ridge, Mississippi, church, and dates from 1807.

More than one hundred ministers of the Presbyterian Church in the United States made use of the facilities of the foundation for research or reference during the ecclesiastical year 1943-1944, according to the annual report of the foundation to the 1944 General Assembly of that denomination. Subsequent announcement has been made of the gift of $1,000, by a friend, toward the provision of certain photographic equipment.

The extensive series of contacts of the foundation with local churches is revealed by the announcement that more than two thousand historians in as many congregations will serve in the collection of contributions from individual members of the Women's Auxiliary for the building to be erected for the exclusive use of the foundation. The 278-volume manuscript *History of Church and Woman's Work*, compiled by the historians and assembled at Montreat, is of considerable archival interest because of numerous extracts from official records which are incorporated in its pages.

Ohio

In its *Quarterly* for July-September, p. 270, the Ohio State Archaeological and Historical Society states that: "An additional urgent need . . . is provision for the growing bulk and importance of State Archives. Non-current State Archives of certain categories are now being cared for by the Library Division of the Society, without adequate space and personnel for anything more than dead storage."

In view of post-war archival building plans being made in other states, the society is urging the construction of a special archives building in Ohio. Specific plans and recommendations are in preparation and will be submitted to the society's Board of Trustees in the near future.

Oklahoma

James W. Moffitt, secretary of the Oklahoma Historical Society, reports that the county archives in the society's possession have been rearranged and that new equipment has been purchased to house the materials pertaining to the second World War. Among the recent accessions of the society are correspondence and other records of the Oklahoma City headquarters of the Oklahoma Congress of Parents and Teachers, 1939-1944; and records of the Oklahoma City Ditch and Water Company, 1891-1911.

South Carolina

The South Caroliniana Library of the University of South Carolina received gifts of manuscript materials amounting to about 6,500 pieces during the year 1943. Included are: 3,000 letters and papers of the late president of the society, State Chief Justice Milledge L. Bonham; seven letters and papers of John C. Calhoun, 1812-1848; two letters of Thomas Cooper, 1810 and 1836; five letters of Rev. Richard Furman, 1800-1816; a letter of Baron Alexander von Humboldt to Francis Lieber at the South Carolina College; a letter of Robert E. Lee to General M. L. Bonham, 1861; three letters of Frances Marion, 1782; three letters of William Gilmore Simms, 1849, 1855, and the third undated.

Virginia

The Alderman Library, University of Virginia, has recently acquired an interesting collection of John Randolph of Roanoke papers. Included are 346 holograph letters which are especially revealing because they comprise a two-way correspondence between John Randolph and James Mercer Garnett, his friend and political ally. The letters cover the significant period of Randolph's political career, 1806-1832, and discuss agriculture, county politics and national issues. There are 211 letters from Randolph and 132 to him, in addition to two political broadsides, one by Garnett, in 1809, at the end of his political career, and one by Randolph in 1812 attacking Speaker Henry Clay. A manuscript volume, being copies of speeches of John Randolph in Congress, 1805-1810, on such topics as the Yazoo claims, impeachment of Judge Samuel Chase, the death of General Washington, and the American navy has also been aided to the library's collection. These speeches, apparently recorded by Randolph's secretary, contain much material that was suppressed or omitted when they were published.

Wisconsin

The Wisconsin State Historical Society has accessioned seven boxes of correspondence of Henry A. Cooper of Racine, Congressman from the First District for thirty-six years prior to his death in 1931. Included are papers dealing with the Philippine Islands, received while Cooper was chairman of the House Committee on Insular Affairs, 1899-1908, as well as extensive correspondence on events leading up to the first World War. Another recent accession includes letters and some four hundred photographs of Russian scenes taken by Congressman Frear of Wisconsin when in Russia in 1923 on an unofficial tour with Senator Ladd of North Dakota and Senator King of Utah. During the year 1942-1943 the society acquired fifty-three groups of manuscripts.

The proceedings of the Wisconsin State Historical Society, ninety-seventh annual meeting, are printed in the June issue of the *Wisconsin Magazine of History*, pp. 478-507. Included is the executive committee report, 1942-1943, which contains a summary of the report of the Joint Committee on the Libraries of the Wisconsin State Historical Society and the University of Wisconsin. This last committee recommended putting up a new historical building, the third and fourth floors of which would house "a new State Archives division."

Attention is called to John I. Allen's article on pp. 410-419 of the June issue of the *Wisconsin Magazine of History*, on the Racine County War Records Committee.

WRITINGS ON ARCHIVES AND MANUSCRIPTS

JULY, 1943-JUNE, 1944

This bibliography is the second compiled under the supervision of the Society's Committee on Writings on Archives and Manuscripts by Karl L. Trever and Mary Jane Christopher of the National Archives staff. It represents an attempt to assemble for convenient reference, in classified form, a record of the majority of writings relating to archives and manuscripts that were issued during that period stated above.

Categories of materials excluded from the bibliography remain the same as in last years' compilation [THE AMERICAN ARCHIVIST, VI (October, 1943, 273-288], but some changes have been made in format and classification of entries. These changes include: (1) the consecutive numbering of entries; (2) the adoption of a system of cross references; (3) the elimination of the second indention in individual entries; and (4) the revision of the principle of filing under heading VII so that finding mediums and descriptions of archival and manuscript collections may be identified first as to the depository having custody and secondly as to the geographical subject area with which the collections are concerned. The compilers are indebted to Eleanor Walden, also of the National Archives staff, for the format typing of the manuscript. The list of headings used in this bibliography are reproduced here for the convenience of the reader.

I. General Literature
II. Filing Techniques and Administration of Current Records
III. History, Organization, and Current Activities of Archival Agencies, Manuscripts Depositories, and Related Organizations
    A. United States in General and Federal Government
    B. State and Local
    C. Foreign Countries
IV. Buildings and Equipment for Archival and Manuscript Depositories
V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts
VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts
VII. Arrangement and Description of Records and Historical Manuscripts Including Published Finding Aids
    A. General Discussions
    B. United States in General and Federal Government
    C. State and Local
    D. Foreign Countries
VIII. Application of Photographic Processes to Work with Records and Historical Manuscripts
IX. Service, Use, and Publication of Records and Historical Manuscripts
X. Special Physical Types of Records and Historical Manuscripts
XI. Archives, Archival Agencies, and Manuscript Depositories in Time of War

I. GENERAL LITERATURE

1. AMERICAN LIBRARY ASSOCIATION. EDITORIAL COMMITTEE. SUB-COMMITTEE ON LIBRARY TERMINOLOGY. A. L. A. glossary of library terms, with a selection of terms in related fields. Chicago, American Library Association, 1943. 159 p. A number of archival terms are defined in this work.

2. ANDREWS, CHARLES M. On the preservation of historical manuscripts. *William and Mary quarterly*, 3d ser., 1: 123-137 (Apr., 1944). A description of the hazards that beset valuable historical documents, together with a plea that local historical societies seek to acquire and preserve such material.
3. BIBLIOGRAFIA de historia de America (1941-1943). *Revista de historia de America*, No. 16, p. 225-418 (Dec., 1943). Includes *Archivología y ciencias auxiliares de la historia*, p. 241-245, and *Fuentes documentales*, p. 245-257. The *Revista* is published by the Pan American Institute of Geography and History, Mexico City.
4. CHURCH, RANDOLPH W. The relationship between archival agencies and libraries. *American archivist*, 6: 145-150 (July, 1943).
5. DUNLAP, LESLIE W. American historical societies, 1790-1860. Madison, Wis., Cantwell Printing Company, 1944. 238 p. Includes a discussion of the archival interests of the societies, especially on p. 54-60.
6. FOUTTS, JAMES C., ed. American library laws, 2d ed. Chicago, American Library Association, 1943. 1247 p. Laws governing the administration of archives in the various states are included.
7. HILL, ROSCOE R. Archival terminology. *American archivist*, 6: 206-211 (Oct., 1943).
8. HODNEFIELD, JACOB. Archives—what are they? *American archivist*, 7: 128-129 (Apr., 1944). A reply to certain recommendations made in an article on archival terminology by Roscoe R. Hill published in the October, 1943, issue of the *American archivist*.
9. NORTON, MARGARET C. Archives and historical manuscripts. *Illinois libraries*, 25: 399-420 (Dec., 1943). An attempt to answer the question "What practical distinction should be made between archives and historical manuscripts with respect to their collection and preservation, arrangement and cataloging, and administration and use?"
10. SWEET, FOREST H. What is the function of the dealer in relation to the collection and preservation of historical materials? 3 p. A paper read before the joint session of the Society of American Archivists and the American Association for State and Local History at Princeton, November 16, 1943.
11. WRITINGS on archives and manuscripts, July, 1942-June, 1943. *American archivist*, 6: 273-288 (Oct., 1943).

See also No. 60, 82.

II. Filing Techniques and Administration of Current Records

12. BROOKS, PHILIP C. The archivist's concern in records administration. *American archivist*, 6: 158-164 (July, 1943). Also issued by the National Archives as part of its *Records administration circular*, No. 2.
13. BUFKIN, JE HARNED. Functions of the medical record department. American Association of Medical Record Librarians, *Bulletin*, 15: 42 (Dec., 1943).
14. COOK, DON B. Records problems and policies in the dismantling of the United States Fuel Administration. [Washington] 1944. 15 p. (National Archives. *Records administration circular*, No. 6.)
15. EMCH, ARNOLD F. Medical records administration in the Navy. American Association of Medical Record Librarians, *Bulletin*, 15: 6-10 (Dec., 1943).
16. FESLER, JAMES W. The administrator's concern in records administration. [Washington] 1944. 6 p. Address given at the Interagency Records Administration Conference, Washington, D.C., Jan. 28, 1944.

17. HIDDEN, ELEANOR H. Medical records in the out-patient department. American Association of Medical Record Librarians, *Bulletin*, 15: 61-63 (Mar., 1944).
18. HUFFMAN, EDNA K. Organization and management of a medical record department. American Association of Medical Record Librarians, *Bulletin*, 15: 30-33 (Dec., 1943).
19. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, Washington, D.C. Demonstration showing some of the principles of work simplification applied to classification and coding of record material for filing. [Washington] 1944. 4 p.
20. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, Washington, D.C. DOCUMENT SECURITY COMMITTEE. Report on document security. [Washington] 1944. 4 p. A report on the handling of confidential and secret papers in wartime.
21. JENSEN, OTTO K. Preservation of public records. *Municipal finance*, 16: 23-25 (May, 1944). A discussion of the work of the Committee on Preservation of Public Records of the Municipal Finance Officers Association.
22. JONAS, R. A., JR. Post-war filing systems. *Office appliances*, 78: 57, 197-198, 201-202 (Nov., 1943). Information about filing methods or devices which may become popular within the next few years, including open shelf filing, phonetic or voice record filing, slide tray filing, suspension filing, and microfilm filing.
23. KAPLAN, OSCAR J. Centralization of personal records. *Science*, 99: 59 (Jan. 21, 1944).
24. KEMPNER, ROBERT W. W. The German national registration system. Lansdowne, Pa., the author, 1944. Discusses the German registration system in some detail and explains what information may be secured from its records. In case, as seems likely, some of the original registration files are destroyed in the course of the war, the author lists sources where duplicates may be available.
25. KIMPEL, H. M. A police record system. *Municipal finance*, 16: 24-27 (Nov., 1943).
26. LIBRARY BUREAU. Progressive indexing and filing; condensed course for United States government offices. Buffalo, Remington Rand, Inc., 1943. 65 p.
27. MCCORMICK, WILLARD F. The control of records. *American archivist*, 6: 164-169 (July, 1943). Also issued by the National Archives as part of its *Records administration circular*, No. 2.
28. METROPOLITAN LIFE INSURANCE COMPANY. POLICEHOLDERS SERVICE BUREAU. Personnel records. New York, 1944. 45 p.
29. MUNICIPAL FINANCE OFFICERS ASSOCIATION. COMMITTEE ON PRESERVATION OF PUBLIC RECORDS. The preservation of public records; a tentative report. Chicago, 1944. 12 p. A discussion of the whole subject of the care and preservation of records in municipalities.
30. PLISCHKE, ELMER. Keeping municipal records in Wisconsin. *Municipality*, 38: 139, 146-147 (Sept., 1943).
31. POSNER, ERNST. The administration of current records in Italian public agencies. [Washington] 1943. 13 p. (National Archives. *Records administration circular*, No. 5.)
32. SETSER, VERNON G. Can war history projects contribute to the solution of federal records problems? *American archivist*, 7: 89-103 (Apr., 1944). Also issued by the National Archives as *Records administration circular*, No. 7.
33. SOCIAL SCIENCE RESEARCH COUNCIL. COMMITTEE ON PUBLIC ADMINISTRATION. Organization of files service in a large agency. Chicago, Public Administration Service, 1944. 5 p. (*Case reports in public administration*, No. 85.) A case history of the reorganization of the Tennessee Valley Authority files.

34. STARK, MARIE C. The consolidation of files. *American archivist*, 7: 33-40 (Jan., 1944). Presents arguments favoring the creation of consolidated subject files from files originally arranged chronologically or by administrative unit in order to facilitate their use by archivists.
35. STERMAN, C. A. Records administration—its relation to management. [Washington] 1944. 7 p. Address given at an Interagency Records Administration Conference, January 28, 1944, by a member of the staff of the Tennessee Valley Authority.
36. U. S. ADJUTANT GENERAL'S OFFICE. Military records: preservation and disposition. Washington, 1944. 10 p. (*Army regulations*, No. 345-10.) Under the class number 345 are issued the numerous regulations pertaining to army records.
37. U. S. BUDGET BUREAU. Measures relating to vital records and vital statistics. Washington, 1943. 264 p. (78 Cong., 1 Sess. H. Doc. 242.) A report, with appendices, that traces the development and describes the present status of state, local, and federal vital statistics offices and recommends the establishment of a national vital records office as a separate unit in the Public Health Service.
38. U. S. CONGRESS. SENATE. COMMITTEE ON COMMERCE. Establishing a Bureau of Vital Records in the United States Public Health Service. Hearings . . . 78 Cong., 2 Sess. Washington, 1944. 52 p.
39. U. S. DEPARTMENT OF LABOR. LABOR STANDARDS DIVISION. Auditing absenteeism; absence records forms in use by representative industries, July 1, 1943. (*Special bulletin*, No. 12A.) Contents: Why record keeping—How record keeping helps—Sample records and procedure of seven war plants.
40. U. S. QUARTERMASTER GENERAL'S OFFICE. Manual of mail and record procedure. Washington, 1944. 41 p.
41. U. S. WAR DEPARTMENT. Military police records and forms. Washington, 1944. 74 p. (*Technical manual* 19-250.)

See also No. 44 and entries in general under headings V, VIII, and XI.

III. HISTORY, ORGANIZATION, AND CURRENT ACTIVITIES OF ARCHIVAL AGENCIES, MANUSCRIPT DEPOSITORIES, AND RELATED ORGANIZATIONS

A. United States in General and Federal Government

42. AMERICAN LIBRARY ASSOCIATION. COMMITTEE ON ARCHIVES AND LIBRARIES. [Annual report.] American Library Association, *Bulletin*, 37: 355 (Oct. 15, 1943).
43. BUCK, SOLON J. The National Archives. *Americana annual; an encyclopedia of the events of 1943*. New York, 1944. p. 479-480.
44. CAMPBELL, EDWARD G. The National Archives faces the future. *American historical review*, 49: 441-445 (Apr., 1944). A statement of the records problems likely to be faced by the federal government in the post-war period and the plans of the National Archives to meet them.
45. FRANKLIN, W. NEIL. The seventh annual meeting of the Society of American Archivists. *American archivist*, 7: 18-27 (Jan., 1944).
46. FRANKLIN D. ROOSEVELT LIBRARY, Hyde Park, N.Y. Annual report of the archivist of the United States as to the Franklin D. Roosevelt Library, Hyde Park, N.Y., for the fiscal year ending June 30, 1943. [Washington] 1944. 12 p. Copies are not available for general distribution at the present time.

47. U. S. Congress. House. Committee on Appropriations. Department of State appriation bill for 1945. Hearings . . . 78 Cong., 2 Sess. Washington, 1944. 326 p. A proposed government sponsored training program in archives administration for Latin American students is discussed on p. 267 ff. Testimony on p. 63 relates to the editing and publication of the official papers of the territories of the United States.
48. U. S. Congress. House. Committee on Appropriations. Independent offices appropriation bill for 1945. Hearings . . . 78 Cong., 2 Sess. Washington, 1944. 1299 p. Statements concerning the National Archives appear on p. 130-164.
49. U. S. Congress. Senate. Committee on Appropriations. Independent offices appropriation bill for 1945. Hearings . . . 78 Cong., 2 Sess. Washington, 1944. 533 p. Statements concerning the National Archives appear on p. 39-48, 203-218, 287-314.
50. U. S. National Archives. Annual report of the archivist of the United States for the fiscal year ending June 30, 1943. [Washington] 1944. 87 p. Copies are not available for general distribution at the present time.
51. U. S. National Archives. The National Archives—what it is and what it does. [Washington] 1943. 5 p. (*Publication* No. 44-8.)

See also No. 5 and entries in general under heading XI.

B. State and Local

52. Brayer, Herbert O. I've been working on the railroad. *American archivist*, 7: 115-127 (Apr., 1944). A paper, read at the annual meeting of the Society of American Archivists, Princeton, New Jersey, November 15, 1943, in which the author describes his experiences as archivist of the Denver and Rio Grande Western Railroad Company.
53. Brayer, Herbert O. Status of our state archives work. *Colorado magazine*, 21: 118-119 (May, 1944). The author, who is archivist of Colorado, describes the current work of the Colorado State Historical Society.
54. Cochran, Thomas C. New York City business records: a plan for their preservation. Business Historical Society, *Bulletin*, 18: 59-62 (June, 1944). A statement of the activities of the New York Committee on Business Records. The aim of the committee is to prevent indiscriminate dumping of business records and to prevail upon companies to introduce systematic methods for condensing, abstracting, and cataloguing such records as they possess with a view to making them available to both competent scholars and officers of particular companies. The committee is planning a course on the training of business archivists during 1944-1945 in co-operation with New York University Graduate School of Business Administration.
55. Colorado. State Historical Society. Annual report of the president. *Colorado magazine*, 21: [1]-4 (Jan., 1944). This society recently has become the official custodian of the archives of the state.
56. Cornell University, Ithaca, N.Y. The collection of regional history. Ithaca, 1943. 4 p. Whitney R. Cross, curator, describes the work done on manuscript materials relating to New York history already gathered by the university and lists types of records sought for the collection.
57. Delaware. Historical Society. Report of the president and reports of the librarian and treasurer for the year 1943. Wilmington, 1944. 15 p.

58. DELAWARE. PUBLIC ARCHIVES COMMISSION. Annual report of the Public Archives Commission, state of Delaware, by the state archivist for the fiscal year July 1, 1942, to June 30, 1943. Dover, Hall of Records, 1943. 31 p.
59. DOWNES, JAMES E. Observations and recommendations concerning the New Jersey State Library. [Trenton] 1943. 9 p. Recommendations by the former state librarian, on the occasion of his resignation from office, for the reorganization and strengthening of the state library, including its program of archives administration.
60. HAMILTON, J. G. DE ROULHAC. Three centuries of southern records, 1607-1907. *Journal of southern history*, 10: [3]-36 (Feb., 1944). The story of what has been done to preserve public records and historical manuscripts in the South.
61. HENRY E. HUNTINGTON LIBRARY AND ART GALLERY. Annual report, 1942-1943. San Marino, Calif., 1943. 33 p.
62. HISTORICAL FOUNDATION OF THE PRESBYTERIAN AND REFORMED CHURCHES. A catechism on the historical foundation. Montreat, N.C., 1944. 7 p. Furnishes some facts about the organization and purposes of the foundation, including some references to church archives in its custody.
63. ILLINOIS. LAWS, STATUTES, ETC. An act creating the State Records Commission and defining its powers and duties. Approved July 23, 1943. [Springfield] 1943. 2 p.
64. IOWA. STATE DEPARTMENT OF HISTORY AND ARCHIVES. Biennial report for the period ended June 30, 1942. Des Moines, 1943. 45 p.
65. KANSAS STATE HISTORICAL SOCIETY. Secretary's report, year ending October 19, 1943. *Kansas historical quarterly*, 13: 53-59 (Feb., 1944). Accessions of archives and manuscripts are listed on p. 55-56.
66. MARYLAND. HALL OF RECORDS. Annual report of the archivist, 1942-1943. Annapolis, 1943. 20 p.
67. MARYLAND HISTORICAL SOCIETY. Annual report and list of members, 1943. Baltimore, 1944. 51 p.
68. MICHIGAN. UNIVERSITY. Report of the Michigan Historical Collections, 1942-1943. Ann Arbor, 1944. 8 p. (Reprinted from the *President's report for 1942-43, University of Michigan.*)
69. MICHIGAN. UNIVERSITY. WILLIAM L. CLEMENTS LIBRARY OF AMERICAN HISTORY. Report, 1942-43. Ann Arbor, 1944. 12 p.
70. MINNESOTA HISTORICAL SOCIETY. Report to the Interim Committee on State Administration, Minnesota House of Representatives. St. Paul, 1944. 57 p. Includes a brief history, and an account of the duties, organization, and accomplishments of the society. The archival functions of the society are discussed under each of these topics.
71. MISSISSIPPI. DEPARTMENT OF ARCHIVES AND HISTORY. Biennial report . . . through June 30, 1943. Jackson, 1943. 40 p.
72. MISSOURI STATE HISTORICAL SOCIETY. Annual report. *Missouri historical review*, 37: 406-415 (July, 1943). Includes data on manuscript accessions.
73. NEW MEXICO. SPECIAL COMMITTEE ON PRESERVATION OF RECORDS AND DOCUMENTS OF USE TO OTHER DEPARTMENTS AND OF HISTORICAL VALUE TO THE STATE. Report. *New Mexico historical review*, 18: 316-319 (July, 1943). A report of a committee appointed to survey a mass of accumulated documents in vaults and hallways of the state capitol and to designate material desired for permanent retention in the state's archives.

74. NEW YORK [CITY]. PUBLIC LIBRARY. Report of the director for the year ending December 31, 1943. New York Public Library, *Bulletin*, 48: 243-334 (Mar., 1944). Includes report of Manuscript Division, p. 277-278.

75. NEW-YORK HISTORICAL SOCIETY. Annual report and list of members . . . for the year 1943. New York, 1944. 89 p. Manuscript accessions are mentioned on pp. 14-15, and 29.

76. NEW YORK [STATE]. EDUCATION DEPARTMENT. Regents plan for post-war education in the state of New York. Albany, 1944. 64 p. Recommends the erection of a state archives building at Albany and the establishment of a regional records depository in each of the large municipalities.

77. NEW YORK STATE HISTORICAL ASSOCIATION. Report of the director. *New York history*, 24: 602-625 (Oct., 1943). In addition to describing the activities of the association in connection with historical manuscripts, the director proposes that the association "proceed at once . . . in establishing the Labor Archives of the New York State Historical Association" to consist of office records of defunct and present unions, correspondence, diaries, pamphlets, and other evidences of the labor movement in the state.

78. NEWTON, EARLE W. Post-war plans for the Vermont Historical Society. *Vermont quarterly*, new ser., 12: 41-48 (Jan., 1944). A program for the proper housing of the noncurrent records of the state is included.

79. OHIO STATE ARCHAEOLOGICAL AND HISTORICAL SOCIETY. Annual report[s] of the director, secretary, and treasurer, 1943. *Ohio state archaeological and historical quarterly*, 53: 269-293 (July-Sept., 1944).

80. RANKIN, REBECCA B. Archives of New York City. *Library journal*, 9: 149-151 (Feb. 15, 1944). This paper, read before the joint session of the American Historical Association and the Society of American Archivists on December 29, 1943, describes the movement for a municipal archives in New York and the work of the Mayor's Committee for Municipal Archives. The author recently was appointed archivist for the city.

81. SCHOOLS OF AMERICAN RESEARCH OF THE ARCHAEOLOGICAL INSTITUTE OF AMERICA. Annual report, 1943. Santa Fe, 1943. 46 p. Includes, as Appendix II, a brief survey of the most important records of New Mexico with a recommendation for the erection of a "Hall of Records" to house them.

82. SOCIETY OF AMERICAN ARCHIVISTS. COMMITTEE ON UNIFORM LEGISLATION. A proposed model act to create a state department of archives and history. *American archivist*, 7: 130-133 (Apr., 1944).

83. SOUTH CAROLINA. HISTORICAL COMMISSION. Report . . . 1942-1943. Columbia [1944].

84. VIRGINIA. STATE LIBRARY. Report for the year ending June 30, 1943. Richmond, 1943. 16 p. Includes the report of the State Archives Division.

85. VIRGINIA. UNIVERSITY. LIBRARY. Thirteenth annual report on historical collections, University of Virginia Library, for the year 1942-1943. [Charlottesville] 1943. 70 p. The introductory essay takes the form of a helpful exposition on the accession and arrangement of manuscripts and kindred materials in the Alderman Library.

86. WEST VIRGINIA. ARCHIVES AND HISTORY DEPARTMENT. Biennial report for the period ending June 30, 1942. [Charleston, 1943] 42 p.

87. WESTERN HISTORICAL MANUSCRIPTS COLLECTION, UNIVERSITY OF MISSOURI. Bulletin, No. 2. Columbia, 1944. 4 p. A report of the accessions for the first year on the project and a list of materials sought for the collection.

88. WILLIAMS, ORA. Getting ahead with the archives. *Annals of Iowa*, 25: 137-140 (Oct., 1943). Summarizes activities of the Iowa State Department of History and Archives for the fiscal year ending June 30, 1943.
89. WYOMING. STATE HISTORICAL DEPARTMENT. Biennial report, 1940-1942. Cheyenne, 1942. 20 p. Collection of Wyoming war records is discussed on p. 6. *See* also No. 2, 6, 30, 108 and entries in general under heading XI.

C. Foreign Countries

90. AHLENDER, FR. E. Arbetarrörelsens Arkiv i Stockholm. *Biblioteksbladet*, 28th year, No. 2, p. 60-62 (1943). A description of the development of a collection of papers relating to the history of the Swedish labor movement.
91. BASEL. SCHWEIZERISCHE WIRTSCHAFTSARCHIV. Bericht für das jahr 1942. Basel, 1943. 16 p. Since January, 1943, this agency has functioned under the jurisdiction of the Basel Department of Education. The so-called "scholarly supervision" of the archives is directed by a professor of Basel University while the physical administration of them is entrusted to the university librarian.
92. BECKHAM, JESSIE E. The British Historical Manuscripts Commission. *American archivist*, 7: 41-48 (Jan., 1944).
93. BRITISH RECORDS ASSOCIATION. Proceedings, No. 8. London, 1944. 16 p. This pamphlet includes the proceedings of both the tenth and eleventh annual meetings of the association held in November, 1942 and 1943. In addition to revealing the war-time work of the association and of British archivists generally, this issue includes abstracts of papers on "The Advantages of Keeping Records Decentralized after the War" and on "The Effect So Far of War-Time Conditions on the Archivist and His Charge," as well as an abstract of the remarks of leading British archivists at the eleventh meeting on the subject of the "Use of Microphotography by Students of Archives." Also of interest is a discussion on p. 10-12 concerning the work of a joint committee of the Council of the Association and the Historical Manuscripts Commission to study and report on post-war problems of English archives.
94. BROWN, GEORGE W. The problem of public and historical records in Canada. *Canadian historical review*, 25: 1-5 (Mar., 1944). In presenting this statement of the records situation in Canada the author refers to American concepts of archives policy and sets forth the principles upon which he believes any archives or public records policy should be based.
95. CHIÁPPORI, SERGIO. Organización y objectivos del Archivo Gráfico de la Nación. Buenos Aires, 1944. 27 p. Also printed in *Boletín del Instituto de Investigaciónes Historicos*, 27: 82-104. The archivo was founded in 1943 for the purpose of preserving the photographic records of events relating to the life and history of Argentina and its institutions.
96. CONGRESSO INTERNACIONAL DE ARCHIVEROS, BIBLIOTECARIOS Y CONSERVADORES DE MUSEOS DEL CARIBE, HABANA, 1942. Memoria. (Cuba. Archivo Nacional. *Boletín*, 41. enero/dic., 1942.) This volume recently received in this country includes the text of the Cuban law of May, 1942, and the implementing decree which provide for the preservation of the national archives and the construction of a new archives building. The proceedings at the laying of the cornerstone are given on p. 118-124.
97. DIFFIE, BAILY W. A plan for co-operation with Brazilian archivists. *Inter-American bibliographical review*, 3: 141-144 (Winter, 1943-1944).

98. GENTILE, EGILDO. L'Archivio di Stato di Palermo negli anni di guerra 1940-1943; con appendice sugli archivi provinciale. [The Palermo State Archives in the war years 1940-1943, with an appendix on the provincial archives.] Palermo, Scuola Tip. Boccone del Provera, 1944. 18 p.

99. HARVEY, D. C. Douglas Brymner, 1823-1902. *Canadian historical review*, 24: 249-252 (Sept., 1943). A short sketch of the life and work of the first dominion archivist who served from 1872 to 1902.

100. INDIA. HISTORICAL RECORDS COMMISSION. Proceedings of meetings, 19th, 1942. Delhi, 1943. 175 p. Reports of the meetings of the Research and Publication Committee and of the Local Records Sub-committee are of interest to American archivists.

101. JAMES, G. F. Pioneers or posterity? *Historical studies: Australia and New Zealand*, 2: 227-238 (Nov., 1943). A consideration of certain problems concerning historical records in Australia, especially the need for a Record Society to take the place of the Historical Manuscripts Commission and the Council for the Preservation of Business Archives, and the serious handicap to the study of Australian history in the lack of a commonwealth archives.

102. SOUTH AUSTRALIA. LIBRARIES DEPARTMENT. Annual report of the Libraries Board, 1942-1943. Adelaide, 1943. 5 p. Work of the Archives Department is described on p. 30.

103. VENEZUELA. ARCHIVO NACIONAL. Informe . . . sobre las labores del instituto en el año de 1942. [Caracas] Impr. nacional, 1943. 14 p.

104. WALES. NATIONAL LIBRARY. Annual report, 1942/43. Aberystwyth, 1943. 36 p.

105. WALES. NATIONAL LIBRARY. Deposited collections. Wales. National Library. *Journal*, 3: 33-43 (Summer, 1943).

106. ZÜRICH [CANTON] STAATSARCHIV. Jahresbericht, 1942. Zürich, 1943. 6 p.

See also No. 231, 236.

IV. BUILDINGS AND EQUIPMENT FOR ARCHIVAL AND MANUSCRIPT DEPOSITORIES

107. GONDOS, VICTOR, JR. Collaboration between archivists and architects in planning archives buildings. (National Archives. *Bulletins*, No. 6, p. 157-169.) The author is chairman of the Committee on Archives Buildings of the Society of American Archivists.

108. MICHIGAN. HISTORICAL COMMISSION. Postwar public works program for a state historical building. Lansing, 1943. 43 p. Also printed in *Michigan history*, 28: [246]-287 (Apr.-June, 1944). An outline of the future space needs and personnel requirements of the commission. Supplies interesting data about archival buildings, equipment, etc., of neighboring states.

109. SIMON, LOUIS A. Some observations on planning archives buildings. (National Archives. *Bulletins*, No. 6, p. 151-156.) The author was superintendent of the Architectural Division, Treasury Department, at the time the National Archives building was planned and constructed.

110. VAN SCHREEVEN, WILLIAM J. Equipment needs to be considered in constructing post-war archival depositories. (National Archives. *Bulletins*, No. 6, p. 170-180.) The author is head archivist in the Virginia State Library, Richmond.

111. WALL, ALEXANDER J. Problems in lighting the New York Historical Society. *Museum news*, 21: 6-8 (Oct. 15, 1943).

See also No. 76, 78.

V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts

112. Bahmer, Robert H. Scheduling the disposition of records. *American archivist*, 6: 169-175 (July, 1943). Also issued by the National Archives as part of its *Records administration circular*, No. 2.

113. Interagency Records Administration Conference, Washington, D.C. Scheduling records for disposition. [Washington] 1944. 12 p. Addresses by Robert Bahmer, War Department, Henry Edmunds, War Production Board, and Dan Lacy, National Archives, reflecting experiences of these agencies in dealing with this phase of records work.

114. Norton, Margaret C. Disposal of records. *Illinois libraries*, 26: 120-124 (Mar., 1944). The author develops the distinction between records and unofficial or temporary reference files and argues that it is the responsibility of the executive to determine whether or not the documents he creates or receives should be filed as records.

115. Norton, Margaret C. Reduction of records. *Illinois libraries*, 26: 152-157 (Apr., 1944).

116. U. S. Adjutant General's Office. Records administration: disposition of records. Washington, 1944. 144 p. (War Department. *Pamphlet* No. 12-5.) An explanation of the procedures to be followed in effecting the disposition of War Department records. Consolidated lists of records authorized for disposal on a schedule basis appear as appendices.

117. U. S. Civil Aeronautics Board. Schedule governing preservation of accounts, records, and memoranda of air carriers, November 15, 1943. Washington, 1943. 12 p.

118. U. S. Office of Civilian Defense. Procedure for preparation of records for shipment to Washington 25, D.C. Washington, 1944. 12 p. A memorandum to regional directors indicating the disposition of records when dismantling field offices of the OCD.

119. U. S. Post Office Department. Files and records. (*U. S. Official postal guide*, 1943, p. 133-145.) This consists of tables showing the periods of time certain records are to be retained in the local postoffices and division headquarters before they may be reported to the inspector in charge for disposition in accordance with the requirements of Section 101 of the postal laws and regulations, 1940.

120. U. S. War Department. Disposition of records prior to departure for overseas. Inspector General's Office, *Information circular*, 4: 71-74 (Apr., 1944). A collection of instructions published in various official directives.

See also No. 14, 36, 85, 185, 186, 187, 242, and entries in general under heading II.

VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts

121. Barrow, William J. Procedures and equipment used in the Barrow method of restoring manuscripts and documents. Richmond, Va., 1943. [7] p.

122. Barrow, William J. Restoration methods. *American archivist*, 6: 151-154 (July, 1943).

123. Carson, Frederick T. Effect of humidity on physical properties of paper. Washington, 1944. 12 p. (National Bureau of Standards. *Circular*, C445.)

124. De Valinger, Leon, Jr. [Letter to Miss Mary A. Benjamin on the preservation of manuscripts.] *The Collector*, 56: 148 (Oct., 1943). A warning against improper repair methods, especially the use of transparent cellulose tape.
125. Keegan, W. Edward. Papers, carbons, and ribbons. *American archivist*, 6: 155-157 (July, 1943).
126. Lawrie, L. G. Some notes on the chemicals used in the restoration and repair of books and documents. Library Association, *Record*, 46: 114-117 (July, 1944).
127. Minogue, Adelaide E. The repair and preservation of records. Washington, 1943. 56 p. (National Archives. *Bulletins*, No. 5.)
128. Murray, Elsie M. A practical method of preserving historical records. *Western Ontario historical notes*, 1: 10-12 (Sept., 1943).
129. Nabuco, Joaquim. Bibliofilos versus bibliofagos; a conservação das nossas bibliotecas e arquivos. Rio de Janeiro, Livraria J. Leite, 1943. 87 p.
130. Norton, Margaret C. Record vaults. *Illinois libraries*, 25: 364-369 (Nov., 1943).

See also No. 181.

VII. Arrangement and Description of Records and Historical Manuscripts Including Published Finding Aids

A. General Discussions

131. Philadelphia Bibliographical Center and Union Library Catalogue. Committee on Microphotography. Union list of microfilms. Supplement 2 (1943). Philadelphia, 1944. 282 p.

See also No. 85.

B. United States in General and Federal Government

132. [Bethel, Elizabeth, comp.] Personal records in the National Archives. [Washington] 1943. 14 p. (National Archives. *Reference information circular*, No. 22.) Distribution is restricted to officials of the federal government.
133. [Boell, Jesse E., comp.] Materials in the National Archives relating to the basic iron, steel, and tin industries. [Washington] 1943. 7 p. (National Archives. *Reference information circular*, No. 23.) Distribution is restricted to officials of the federal government.
134. [Bontz, Lillie A., and Max Levin, comps.] Materials in the National Archives relating to nutrition and food conservation by consumers, 1917-1941. [Washington] 1944. 11 p. (National Archives. *Reference information circular*, No. 25.) Distribution is restricted to officials of the federal government.
135. Cannon, M. Hamlin, and Herbert Fine. Repository of labor records. *American federationist*, 50: 29-30 (July, 1943). Indicates some sources for the history of American labor to be found in the records in the National Archives.
136. Colket, Meredith B., Jr. The preservation of consular and diplomatic post records of the United States. *American archivist*, 6: 193-205 (Oct., 1943).
137. Fine, Herbert, comp. Records of the National War Labor Board. Washington, 1943. xviii, 16 p. (National Archives. *Preliminary inventory*, No. 5.)
138. [Foor, Forrest L., comp.] Materials in the National Archives relating to the dehydration of foods. [Washington] 1943. 5 p. (National Archives. *Reference information circular*, No. 21.) Distribution is restricted to officials of the federal government.

139. GLENN, BESS. Navy Department records in the National Archives. *Military affairs*, 7: 247-260 (Winter, 1943).

140. HILL, ROSCOE R. The odyssey of some Mexican records. *Hispanic American historical review*, 24: 39-60 (Feb., 1944). The records discussed are those brought from Mexico City to Washington by Gen. Winfield Scott in 1847.

141. JACKSON, W. TURRENTINE. Territorial papers of Wyoming in the National Archives. *Annals of Wyoming*, 16: 45-55 (Jan., 1944).

142. [LANDO, ROBERT H., comp.] Materials in the National Archives relating to rubber. [Washington] 1944. 15 p. (National Archives. *Reference information circular*, No. 29.) Distribution is restricted to officials of the federal government.

143. [LEE, GUY A., comp.] Materials in the National Archives relating to the disposition of surplus property following the first World War. [Washington] 1944. 13 p. (National Archives. *Reference information circular*, No. 27.) Distribution is restricted to officials of the federal government.

144. [LEE, GUY A., comp.] Materials in the National Archives relating to the termination or modification of contracts and the settlement of claims following the first World War. [Washington] 1944. 15 p. (National Archives. *Reference information circular*, No. 24.) Distribution is restricted to officials of the federal government.

145. [MUNDEN, KENNETH, and FORREST L. FOOR, comps.] Materials in the National Archives relating to military government by the United States in the Caribbean area, 1898-1934. [Washington] 1944. 14 p. (National Archives. *Reference information circular*, No. 26.) Distribution is restricted to officials of the federal government.

146. ROWLAND, BUFORD, and GERALD B. SNEDEKER. The United States Court of Claims and French Spoliation records. Business Historical Society, *Bulletin*, 18:20-27 (Apr., 1944).

147. [THURBER, EVANGELINE, comp.] Materials in the National Archives relating to the demobilization of the armed forces and to the relief, rehabilitation, and employment of veterans following World War I. [Washington] 1944. 17 p. (National Archives. *Reference information circular*, No. 28.) Distribution is restricted to officials of the federal government.

148. U. S. NATIONAL ARCHIVES. An exhibition of materials from the Franklin D. Roosevelt Library at Hyde Park, N.Y., October 2-November 15, 1943. Washington, 1943. 12 p.

149. U. S. NATIONAL ARCHIVES. Handbook of federal World War agencies and their records, 1917-1921. Washington, 1943. 666 p.

150. U. S. NATIONAL ARCHIVES. Land grant records that survived a great fire. Historical Society of Southern California, *Quarterly*, 26: 38-44 (Mar., 1944). An inventory of the records transferred to the National Archives by the Office of the Cadastral Engineer, Glendale, California.

151. U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to the Scandinavian countries. *Norwegian-American studies and records*, 13: 163-170 (1943). A reprinting of *Reference information circular*, No. 5, issued by the National Archives.

152. VAN MALE, JOHN. Notable materials added to American libraries, 1941-42. *Library quarterly*, 14: 132-158 (Apr., 1944). The materials listed include manuscripts and microfilm.

See also No. 155, 176, 193, 208, 220, 222.

C. State and Local

153. AIKEN, M. CHALON. Illinois and Michigan Canal records. *Illinois libraries*, 25: 340-341 (Oct., 1943). Describes a collection of business records transferred to the Archives Division of the Illinois State Library.

154. BINING, ARTHUR C. The Margaret C. Buckingham Collection and other business records. *Pennsylvania magazine of history and biography*, 68: 189-193 (Apr., 1944). These records pertaining to the early charcoal iron industry are in the Historical Society of Pennsylvania.

155. BOYD, JULIAN P. Notes on some early post office records. American Philosophical Society, *Library bulletin*, 1943, p. 84-88. A description of postal records in the Franklin papers and in the Ebenezer Hazard collection of the society.

156. CORNER, GEORGE W. Rush manuscripts. American Philosophical Society, *Library bulletin*, 1943, p. 82-84. A description of some papers of Benjamin Rush, signer of the Declaration of Independence, which form part of the society's Alexander Biddle collection.

157. DUNN, CAROLINE. Sources for Indiana genealogical research. *Indiana magazine of history*, 39: 413-419 (Dec., 1943). Describes records of interest to the genealogist in the Archives Division of the State Library and elsewhere in Indiana.

158. DURKIN, JOSEPH T. A rich source collection for Catholic scholars of the Risorgimento: the Henry Nelson Gay materials of Harvard University. *Catholic historical review*, 29: 347-356 (Oct., 1943).

159. FLORIDA material in the W. L. Clements Library. *Florida historical quarterly*, 22: 103-104 (Oct., 1943).

160. GUIDE to depositories of manuscript collections in New York State (exclusive of New York City). Supplement No. 2-5. *New York history*, 24: 417-422, 560-564; 25: 64-68, 226-227 (July, 1943-Apr., 1944). The basic guide was issued by the Historical Records Survey, New York, in 1941.

161. HISTORICAL FOUNDATION OF THE PRESBYTERIAN AND REFORMED CHURCHES. Survey of records and minutes in the historical foundation of the Presbyterian and Reformed churches, compiled by Thomas H. Spence, curator. Montreat, N.C., Historical Foundation Publications, 1943.

162. HOOPES, ALBAN W. Preliminary report upon the correspondence of the Indian Rights Association in the Welsh Collection [in the Historical Society of Pennsylvania]. *Pennsylvania magazine of history and biography*, 67: 382-389 (Oct., 1943).

163. LYMAN, SUSAN E. Latin Americana in the society's collections. New-York Historical Society, *Quarterly bulletin*, 28: 11-20 (Jan., 1944). Manuscripts are described p. 18-20.

164. MCCORMACK, HELEN G. A provisional guide to manuscripts in the South Carolina Historical Society. *South Carolina historical and genealogical magazine*, 45: 111-115 (Apr., 1944). The first in a series of descriptions of selected collections in the custody of the society.

165. MORENO, MANUEL P. Las collecciones Mexicanas de la Universidad de Austin, Texas. Sociedad Chihuahuense de Estudios Historicos, *Boletín*, 4: 308-311 (Jan., 1943). Includes some information on historical manuscripts and archival material located in the university.

166. PASCHALA, SISTER M. Preluding history. *Illinois libraries*, 26: 238-244 (June, 1944). The story of the reorganization of the archives of a small religious congregation of teaching sisters, St. Clara Convent, Sinsinawa, Wisconsin.

167. Pennsylvania Historical Society. Supplement to the guide to the manuscript collections in the Historical Society of Pennsylvania. *Pennsylvania magazine of history and biography*, 68: 98-111 (Jan., 1944).

168. [Pollard, Alice] From 1769 to 1944; college archives preserve fascinating Dartmouthiana. *Dartmouth alumni magazine*, 36: 11-12 (June, 1944).

169. Portner, Stuart. Report on the status of the files of the Michigan Historical Records Survey, 1936-1942. *Michigan history*, 27: 707-726 (Oct.-Dec., 1943).

170. Storey, Moorfield. The May papers. *More books*, 19: 171-175 (May, 1944). Description of a collection of manuscripts in the New York Public Library.

171. Swanson, Evadene B. Some sources for Northwest history: the Dight papers. *Minnesota history*, 25: 62-64 (Mar., 1944). Describes a collection in the Minnesota Historical Society.

172. Thayer, Theodore. The Pemberton papers. *Pennsylvania magazine of history and biography*, 67: 280-286 (July, 1943). Describes a collection of papers in the Historical Society of Pennsylvania. The collection dating 1641-1880 is particularly rich in colonial and revolutionary material, although the most valuable material is in the period 1740-1808.

See also No. 141, 150, 174.

D. Foreign Countries

173. Alexander Turnbull Library, Wellington, New Zealand. Accessions of manuscripts [July, 1940, to December, 1942]. *Historical studies: Australia and New Zealand*, 2: 269 (Nov., 1943).

174. Cuba. Archivo Nacional. Catálogo de los fondos de las Floridas. La Habana, 1944. 323 p. List of materials in the Cuban archives relating to Florida.

175. Harvey, D. C. Archives and historical research in the Maritimes. *Dalhousie review*, 23: 193-206 (July, 1943). A discussion of the Nova Scotia archives in Halifax from the standpoint of research use.

176. Leland, Waldo G., John J. Meng, and Abel Doysié. Guide to materials for American history in the libraries and archives of Paris. V. 2. Archives of the Ministry of Foreign Affairs. Washington, Carnegie Institution of Washington, 1943. 1078 p. This guide to some of the most important European depositories containing materials dealing with American history follows ten years after the publication of *Libraries*, the first volume in the series. A third volume dealing with the archives of the Ministry of War, the Hydrographic Service, and the Ministry of the Marine probably will be issued during 1944. Later volumes will contain reports on the National Archives, the archives of the University, of Colonies, and on various minor depositories.

177. Mexico. Ministerio de Hacienda y Crédito Público. Guía del Archivo Histórico de Hacienda, siglos XVI a XIX. Mexico City, 1940- . Loose-leaf. An inventory, compiled by Dr. Augustín Hernández, archivist of the Historical Archives of the Treasury Department, of the older records of the department. Issued in loose-leaf form to permit additions to the first sections of the Guía, publication will be continued until all of the records have been inventoried.

178. South Australia. Public Library. Archives Department. Accessions of manuscripts [January to June, 1943]. *Historical studies: Australia and New Zealand*, 2: 269 (Nov., 1943).

See also No. 140, 145, 151, 158, 163, 165.

VIII. Application of Photographic Processes to Work with Records and Historical Manuscripts

179. Benjamin, Mary A. Autographs and microfilms: history revalued. *The collector*, 56: [113]-116 (Aug., 1943). Observation on the contribution of microphotography to the work of manuscript dealers and collectors, particularly in relation to the autograph business conducted by the author.

180. Blood, C. Kenneth. Protection of county records by microphotography. *Illinois libraries*, 26: 93-96 (Feb., 1944).

181. British Records Association. Technical Section. Bulletin, No. 17. London, 1943. 11 p. This number contains articles on microphotography and the repair of documents; the latter discussion is limited to the care of private muniments.

182. DeSola, Ralph. Microfilming. New York, Essential Books, 1944. 258 p. Though largely a technical manual, this volume contains chapters on the history, uses, filing, and reading of microfilm. Includes a glossary of technical and trade terms.

183. Greenwood, Herbert W. Document photography; individual copying and mass recording. London, Focal press, 1943. 163 p.

184. Hayt, Emanuel. The legal future of microfilmed records. *Modern hospital*, 62: 61-62 (Jan., 1944). The author, a counselor at law, says the question soon will be not how long to preserve a hospital record but how soon to microphotograph it.

185. Illinois. Laws, Statutes, Etc. An act in relation to the reproduction of public records on film and the destruction of the records so reproduced. Approved July 24, 1943. [Springfield] 1943. 1 p.

186. Illinois. Laws, Statutes, Etc. An act in relation to the reproduction on film of public records of counties and courts, and the destruction of the original records so reproduced. Approved July 16, 1943. [Springfield] 1943. 2 p.

187. Illinois. State Library. Archives Division. Destruction of useless state records; microphotography in reduction of records. Springfield, 1943. 2 p.

188. Illinois. State Library. Archives Division. Microfilming of county records. [Springfield, 1943] 2 p. Suggestions circulated to county officers by the Archives Division with copies of the act of July 16, 1943, relating to the reproduction of county and court records.

189. Jenkins, William S. Peregrinations of an itinerant microphotographer—microfilming the journals of state legislatures. *Journal of documentary reproduction*, 5: 177-197 (Dec., 1942). A report on the nature and progress of the Legislative Journals Microfilm Project of the Library of Congress by its director. In order to obtain complete files of the journals of each legislature it was frequently necessary to locate and microfilm manuscript journals in the custody of state archives departments.

190. Jorthberg, Charles A., Jr. Perpetuating city records by microfilm. *American city*, 59: 62-63 (Mar., 1944).

191. Power, Eugene B. The manuscript copying program in England. *American archivist*, 7: 28-32 (Jan., 1944). A description of the program conducted by the Joint Committee on Microcopying Materials for Research and the Rockefeller Foundation.

192. Rodman, Perry W. Bridgeport is now microfilming all city records. *American city*, 59: 71-72 (Sept., 1943).

193. Tate, Vernon D. File microcopy projects: the National Archives. *Journal of documentary reproduction*, 5: 227-235 (Dec., 1942). A descriptive list of file microcopies available from the National Archives. Where positives have been made for public or semi-public institutions, notation has been made of them in the list.

194. U. S. Congress. House. Committee on Appropriations. First deficiency appropriation bill for 1944. Hearings . . . 78 Cong., 2 Sess. Washington, 1944. 822 p. The microfilming of Navy Department records is discussed on p. 237-240.

195. U. S. Immigration and Naturalization Service. The microfilm project in New York. U. S. Immigration and Naturalization Service, *Monthly review*, 1: 12 (May, 1944). Describes the microfilming of Ellis Island records. The negatives are to be deposited in the National Archives.

196. U. S. Immigration and Naturalization Service. The service microfilms its Ellis Island records. U. S. Immigration and Naturalization Service, *Monthly review*, 1: 23 (Aug., 1943). Describes a project for reproducing immigration records dating back to 1897.

197. U. S. War Department. Microfilming of records for purposes of preservation. Washington, 1944. 3 p. (*Circular*, No. 177.) The purpose of this circular is to encourage the proper use of microphotography in record-keeping, and to discourage its use in cases where the limitations of the technique make it uneconomical.

198. U. S. War Department. Photographic laboratories; organization and operation in service commands, departments, and posts. Washington, 1944. 26 p. (*Technical manual* 11-409.)

199. Wickins, Walter H. Five county record books on a hundred feet of film. *American city*, 59: 59-60 (Jan., 1944).

200. Wilson, William J. Manuscripts in microfilm; problems of cataloger and bibliographer. *Library quarterly*, 13: 293-309 (Oct., 1943). This discussion seeks to find basic principles for the cataloguing and bibliographic citation of microfilms by reference to established practices in the handling of archival and manuscript materials.

201. Wilson, William J. Manuscripts in microfilm; problems of librarian and custodian. *Library quarterly*, 13: 212-226 (July, 1943). An important article dealing with microphotography in scholarly work. Current projects of library and academic interest are surveyed.

See also No. 93.

IX. Service, Use, and Publication of Records and Historical Manuscripts

202. Blegen, Theodore C. Our widening province. *Mississippi Valley historical review*, 31: 3-20 (June, 1944). In this appraisal of the province of historical scholarship the author refers to the need for a master inventory of archives and manuscripts as well as for an improvement in the administration of historical collections.

203. Boyd, Julian P. Report to the Thomas Jefferson Bicentennial Commission on the need, scope, proposed method of preparation, probable cost, and possible means of publishing a comprehensive edition of the writings of Thomas Jefferson. [Princeton?] 1943. 32 p.

204. Gates, Charles M. Research suggestions; a proposed program of research in Pacific northwest history. *Pacific northwest quarterly*, 35: 45-53 (Jan., 1944). The place of federal records in the research program is referred to on p. 46 ff.

205. Lyon, Bessie. Importance of keeping records and archives. *Annals of Iowa*, 25:129-134 (Oct., 1943). The author points out the aid furnished by the Iowa Department of History and Archives in locating and registering unmarked graves of Iowa soldiers.

206. HAMER, ELIZABETH E. National Archives aids businessmen. *Domestic commerce*, 31: 6-7 (Oct., 1943). Describes some of the services of the agency to businessmen and indicates a few of the primary record groups of interest to them.

207. OVERTON, RICHARD C. Scholars get access to Burlington records. Business Historical Society, *Bulletin*, 18: 54-56 (June, 1944). Reprinted from *Railway age* of February 26, 1944. Indicates the nature of the Chicago, Burlington and Quincy Railroad records now on deposit in the Baker Library of the Harvard Graduate School of Business Administration and in the Newberry Library in Chicago.

208. OWEN, ARTHUR F. Opportunities for research: the early records of the Office of the Inspector General, 1814-48. *Military affairs*, 7: 195-196 (Fall, 1943). These records are now in the National Archives.

209. PARGELLIS, STANLEY. The judgment of history on American business. [Chicago] The Newcomen Society, 1943. 24 p. The librarian of the Newberry Library, Chicago, urges businessmen to place their records in public depositories where they will be available to historians.

210. WASSON, R. GORDON. Another view of the historian's treatment of business. Business Historical Society, *Bulletin*, 18: 62-68 (June, 1944). A letter to the editor of *The nation's business* from a vice-president of J. P. Morgan and Company, in which he questions Stanley Pargellis' thesis that the way to better business history lies in making business records available to historians.

X. Special Physical Types of Records and Historical Manuscripts

211. GREGORY, CARL L. Resurrection of early motion pictures. Society of Motion Picture Engineers, *Journal*, 42: 159-169 (Mar., 1944). In addition to describing a method worked out at the National Archives for converting paper prints of early film back to modern standard motion picture films, the author urges the motion picture industry to take an interest in its own archives.

212. HEINL, ROBERT T. Radio archives. *Michigan history*, 28: 329-330 (Apr.-June, 1944). A reprinting of a New York *Times* article describing the program of the National Archives in collecting commercial and federal recordings concerning the war and other historic events.

213. WALLS, HOWARD L. Film Archive. *Wilson library bulletin*, 18: 244-245 (Nov., 1943). A statement concerning the Library of Congress plan for "the maintenance of a national film collection."

214. WALLS, HOWARD L. Motion picture incunabula in the Library of Congress. Society of Motion Picture Engineers, *Journal*, 42: 155-158 (Mar., 1944). A description of how the early film companies sent photographic paper tape of their films to the Library of Congress for copyright; how these prints were stored; and how the library hopes to restore their usefulness.

XI. Archives, Archival Agencies, and Manuscript Depositories in Time of War

215. ALBION, ROBERT G. The navy's war history. *Military affairs*, 7: 245-247 (Winter, 1943). A description of the navy's program for recording adequately its war-time experience.

216. ALLEN, JOHN I. The Racine County War Records Committee. *Wisconsin magazine of history*, 27: 410-419 (June, 1944).

217. BREWSTER, JAMES. The War Records Department of the State Library. Connecticut Library Association, *Bulletin*, 10: 3-4, 8 (Sept., 1943).

218. BRIGHAM, HAROLD F. Collecting war history materials; library co-operation with the Indiana War History Commission. *Library occurrent*, 14: 231-234 (Jan.-Mar., 1944).

219. BRIGHAM, HAROLD F. The Indiana War History Commission; its working divisions and the call to libraries. *Library occurrent*, 14: 261-264 (Apr.-June, 1944).

220. CAPPON, LESTER J. The collection of World War I materials in the states. *American historical review*, 48: 733-745 (July, 1943).

221. [CAPPON, LESTER J.] Selected bibliography of state and local war records work. *War records collector*, 1: 18-21 (July, 1944).

222. CAPPON, LESTER J. War records projects in the states, 1941-1943. American Association for State and Local History, *Bulletin*, 1: 189-226 (Mar., 1944).

223. CHAMBLINS, WILLIAM C. History while it's hot. United States Naval Institute, *Proceedings*, 70: 415-419 (Apr., 1944). A plea to make complete the navy's record of its part in the war by adding to its fact-recording facilities.

224. CONNECTICUT. STATE LIBRARY. WAR RECORDS DEPARTMENT. Connecticut is making history! Let's preserve our war records. Hartford, 1944. [4 p.]

225. CRESSMAN, L. S. World War II history project. *Oregon historical quarterly*, 45: 75-77 (Mar., 1944). An account of Oregon's program for collecting source materials needed by the post-war historian.

226. CRITTENDEN, CHRISTOPHER, and CHARLIE HUSS. Preserving Tar Heel War records. *American archivist*, 7: 104-114 (Apr., 1944).

227. DOUGLAS, JESSE S. Let history arm the mind. *Military affairs*, 8: 15-32 (Spring, 1944).

228. ERIKSON, STANLEY. Preservation of community war records. *Illinois libraries*, 26: 10-11 (Jan., 1944).

229. ERIKSON, STANLEY. The war records program of the Illinois War Council. *Illinois libraries*, 25: 307-311 (Oct., 1943).

230. ERIKSON, STANLEY, and ELINOR ROACH. The war records program of the Illinois War Council. Illinois State Historical Society, *Journal*, 37: 117-130 (June, 1944).

231. FLOWER, C. T. Manuscripts and the war. Royal Historical Society, *Transactions*, 4th ser., 25: 15-33 (1943). A paper read by the deputy keeper of public records, April 11, 1942, describing the evacuation, protection, and losses of public and private records.

232. GONDOS, VICTOR, JR. Army historiography: retrospect and prospect. *Military affairs*, 7: [133]-140 (Fall, 1943). This article, in conjunction with an earlier one by the same author in *Military affairs*, 7: 60-68 (Spring, 1943), presents the evolution of army historical activities from 1914 to August 3, 1943, the date of the issuance of Adjutant General's Office *Memorandum* No. W345-21-43, entitled "Military History of the Second World War."

233. GROUPS formed to protect cultural treasures in war areas. *Museum news*, 21: 1-2 (Sept. 1, 1943). Describes the organization and purposes of the Committee on Protection of Cultural Treasures in War Areas, established by the American Council of Learned Societies, and of the American Commission for the Protection and Salvage of Artistic and Historic Monuments in Europe, established by the government.

234. HOSLETT, SCHUYLER. History in making. *School and society*, 58: 273-275 (Oct. 9, 1943). A discussion of the "history-and-records program" of the War Department with particular reference to the work of the Quartermaster Corps, Army Effects Bureau.

235. HOSLETT, SCHUYLER. On the writing of administrative history; civil and military agencies. *Americana*, 37: 527-534 (Oct., 1943).

236. JENKINSON, HILARY. British archives and the war. *American archivist*, 7: 1-17 (Jan., 1944). A paper by the secretary of the British Public Record Office read, the writer being absent, at the seventh annual meeting of the Society of American Archivists, Princeton, New Jersey, November 15, 1943.

237. KNOX, DUDLEY W. The navy's history program. United States Naval Institute, *Proceedings*, 69: 1196-1200 (Sept., 1943). The author discusses in some detail the significance, character, and location of naval records and outlines the "archive methods" now in use in the Office of Naval Records.

238. LATHROP, GLENN H. Preserving war records in the state of Washington. *Pacific northwest quarterly*, 35: 143-146 (Apr., 1944). Suggestions for a war records program based on the plans developed by Lester J. Cappon, chairman of the Committee on State and Local War Records of the American Association for State and Local History.

239. NEW JERSEY. WAR RECORDS COMMISSION. New Jersey War Records Commission. Trenton, 1943. 8 p. A folder describing the organization and purpose of the agency.

240. NEW YORK [STATE]. EDUCATION DEPARTMENT. DIVISION OF ARCHIVES AND HISTORY. War records handbook. Albany, [1943] 31 p. Defines, lists types, and discusses the arrangement and care of war records.

241. PECKHAM, HOWARD H. University war records. *War records collector*, 1: [9]-10 (May, 1944).

242. PLANS for the historiography of the United States in World War II. *American historical review*, 49: 243-252 (Jan., 1944). A statement prepared by the Committee on Records of War Administration of the Budget Bureau.

243. POSNER, ERNST. Public records under military occupation. *American historical review*, 49: 213-227 (Jan., 1944).

244. PRESIDENT'S COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN EUROPE. First aid protection for art treasures and monuments. Washington, 1944. 2 p. An outline of the objectives of the commission with suggestions and instructions, prepared for distribution to military personnel concerned with military government.

245. The RECORDING of World War II. *American political science review*, 38: 331-342 (Apr., 1944). A review of the work being done in achieving a full and adequate account of the participation of the United States in the present war. An anonymous contribution "from competent official authorities."

246. REPORTS from the field on the war history job. *Library occurrent*, 14: 265-267 (Apr.-June, 1944). Deals with the role of libraries in collecting Indiana's war history records.

247. ROBINTON, HERMANN F. Community participation in gathering and preserving local war records; objectives and activities of the New York state war records program. *American city*, 59: 65-66 (Apr., 1944).

248. SAYERS, WILLIAM C. B. Britain's libraries and the war. *Library quarterly*, 14: 95-99 (Apr., 1944).

249. SHAFFER, KENNETH R. Can historians keep up with the war? A mountain of material is piling up waiting to be digested. *Saturday review of literature*, 26: 3-4, 20 (Feb. 20, 1943). A discussion of the problem of reduction in bulk of current records.

250. STEVENS, SYLVESTER K. Writing war history from the records. *War records collector*, 1: [13]-14 (June, 1944).

251. THORNTON, ASA M. An experiment in writing administrative history. *Military affairs*, 7: [151]-157 (Fall, 1943). A description of the work of the Historical Section, Quartermaster General's Office, written by the head of the section.

252. U. S. BUDGET BUREAU. COMMITTEE ON WAR RECORDS SECTION. History and problems of war administration. Washington, [1943] 16 p. This tentative document, distributed by the Committee on War Studies of the Social Science Research Council, includes suggestive sample outlines for administrative histories of war agencies, functional area administrative histories, and administrative problems studies.

253. U. S. COMMITTEE ON CONSERVATION OF CULTURAL RESOURCES. Report on measures taken by the agencies of the federal government to protect records, library holdings, museum collections, and works of art against enemy air attack and other hazards of war. Washington, 1943. 12 p. This report was distributed to government agencies by the Public Buildings Administration in April, 1943, but was kept confidential until recently.

254. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Second deficiency appropriation bill for 1944. Hearings . . . 78 Cong., 2 Sess. Washington, 1944. 445 p. Included in this volume are hearings on the American Commission for the Protection of Artistic and Historic Monuments in War Areas, p. 30-45.

255. U. S. NATIONAL ARCHIVES. Records of federal war effort in the states. *War records collector*, 1: 1-2 (Apr., 1944).

256. U. S. SURGEON GENERAL'S OFFICE. A new approach to the medical history of World War II. *Bulletin of the U. S. Army Medical Department*, 77: 67-72 (June, 1944).

257. U. S. WAR DEPARTMENT. United States Army and Navy manual of military government and civil affairs. Washington, 1943. 86 p. (*Field manual* 27-5.) Includes instructions, p. 13, 20, 35, 44, and 57, relative to the seizure and protection of archives and records, both current and historical, of all branches of the government of an occupied territory since records are of "immediate and continuing use to military government."

258. WAUGH, DOROTHY. How three eastern public libraries collect and preserve local war archives. *Library journal*, 69: 542-544 (June 15, 1944).

259. WAR history work in Indiana. *Indiana history bulletin*, 21: 187-207 (May, 1944). A description of state-wide projects and county work being undertaken to preserve a record of Indiana's part in the war.

260. WAR RECORDS COLLECTOR. Monthly. Publication of the Committee on State and Local War Records of the American Association for State and Local History intended to serve as a clearing house of information among persons and organizations engaged in the collection and preservation of records of the second World War.

261. WEISENBURGER, FRANCIS P. Local war history projects in relation to the state project. *War records collector*, 1: [17]-18 (July, 1944).

262. WISCONSIN. WAR RECORDS COMMISSION. War records manual. [Milwaukee] 1943. 16 p.

See also 15, 20, 32, 120, and entries in general under heading III.

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